

Position Description | **Accounts Administrator**

REPORTING

Reports To	Finance Manager
Direct Reports	None

PURPOSE

To provide support to the Finance Manager by using your accounting knowledge and experience.
To provide support and cover for all the company's accounting and general finance systems as a key member of the Finance Team.

ESSENTIAL SKILLS

- Understanding of the accounting and finance functions
- High level of computer literacy
- Attention to detail
- Excellent time management- respect for deadlines
- Customer focus

KEY RELATIONSHIPS	
Internal	<ul style="list-style-type: none"> • Finance Team • General Manager • Clinical Services Manager • Perioperative Services Manager • Theatre Coordinator • PACU Coordinator • CSSD Coordinator • Nurse Manager – Admissions & Inpatient Suite • Admissions Coordinator • Inpatient Suite Coordinator • Quality Manager • People & Culture Operations Manager • Building & Facilities Manager • Health & Safety Coordinator • Purchasing Officer • Support Services Team
External	<ul style="list-style-type: none"> • Company accountants and auditors • Surgeons and their PA's • Anaesthetists • Southern Cross • ACC • Northland DHB • Insurance companies • Various service providers

KEY ACCOUNTABILITIES	
Patient Invoicing	<ul style="list-style-type: none"> Process invoices to private and insurance patients in a time efficient manner (that is, as soon as is practical post discharge of patients from the facility). Process invoices to ACC, SXAP & NDHB patients as needed. Support the ARTP (ACC) & Prior approval (SXAP) processes as needed. Respond to patients' account enquiries. Provide reasonable and accurate estimates to potential patients & Specialist PA's. Accurate and timely updating of patient cost-sheets. Reconciliation of patient invoice transactional data between systems. Reconciliation of Accounts Receivable sales for monthly management accounts. Support the ACC contract management function. Ensure that the requirements of the Ministry of Health for Statistics reporting are met. Support for month and year end management accounts preparation.
Payment of Associates	<ul style="list-style-type: none"> Process receipts for claims made under contract. Process payments to associates under contract. Reconciliation of monies received and disbursed under contract.
Stock Management	<ul style="list-style-type: none"> Maintain the medical supplies pricing within the Patient Management System. Monitor variances between medical supplies cost and recharged values and alert the Finance Manager of significant variances. Investigate stock variances as required by the Finance Manager.
Accounts Payable	<ul style="list-style-type: none"> Check invoices are correctly coded & approved. Check invoices are GST & withholding tax compliant. Process invoices (if needed). Review Creditor statements monthly. Ensure compliance with year-end audit requirements.
Fixed Assets	<ul style="list-style-type: none"> Maintain the Fixed Asset register including purchases, disposals, transfers and depreciation. Reconcile the Fixed Asset sub-ledger to the General Ledger. Support the equipment tracking system by completing the required processes in a timely manner.
General Accounting	<ul style="list-style-type: none"> Carry out monthly General Ledger reconciliations as required e.g. Trade Creditors, Trade Debtors, Debtor Clearing, Fixed Assets. Identify and resolve any issues between AP, AR, Payroll or the Cashbook and the General Ledger. Carry out the Revenue Proof reconciliation each month. Ensure maintenance of the general and subsidiary ledgers.

	<ul style="list-style-type: none"> • Provide support to the Finance Manager as requested.
Health and Safety	<ul style="list-style-type: none"> • Maintain a safe and appropriate work environment, engage in safe workplace practices, and manage health and safety for reporting staff and others. Report accidents, risks and incidents as they arise.
General	<ul style="list-style-type: none"> • Actively seeks learning opportunities to ensure knowledge and skills are continually evolving in line with current best practice. • Upholds and promotes the Company values, house rules, policies and procedures. • Recognises and respects cultural differences and the application of Te Tiriti o Waitangi principles with the intent of enabling access and improving health outcomes for Māori and Pacific Island patients, and increasing cultural diversity within our workforce. • Ensure compliance with the Privacy Act and Privacy policy. • Be proactive in recommending quality improvement initiatives.

DELEGATED AUTHORITIES

- None