

Chippewa River Industries, Inc.
Accountant II
Position Description

FLSA: Non-Exempt

Reports to: CEO (with direction from Accountant I)

Supervises: None

Hours/Days Scheduled: 25-29 hours/week

Purpose of Position

The purpose of this position is to provide financial support services at Chippewa River Industries.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Complete and fulfill all duties related to accounts payables and receivables for all of CRI's customers and vendors including data entry in CRI programs, Excel spreadsheets, and other appropriate programs/software. Ensure all data entry is completed in an accurate and timely manner.
2. Ensure receivables/invoices are completed within proper timeframes and procedures to ensure month end can be completed within a timely manner. Ensure payables are completed within proper timeframes to ensure prompt vendor payment.
3. Apply payments for billings as they are received. Maintain payment status and billing records through corrections and adjustment.
4. Send monthly statements to all customers with a balance.
5. Reconcile all picking tickets, packing lists, and invoices.
6. Process cash receipts.
7. Input new client authorizations, track available authorizations and respective expirations.
8. Complete and submit monthly Managed Care Organization, DVR, and other service department invoices.
9. Monitor MCO portals for changes to authorizations. Work with CRI staff, case managers, third party payers and other external contacts regarding authorizations and payments.
10. Assist with timely issuance of invoice resolutions for non-payment.
11. Provide fiscal information and related reports as requested.
12. Proactively seek to further develop AP/AR process competencies and procedures.

13. Back up the duties of the Finance Assistant I including completing payroll duties.
14. Maintain confidentiality of all company records, including but not limited to: client files, financial/payroll compilations, data, information and records.
15. Maintain organized files.
16. Assist with backing up front office.
17. Adhere to all relevant federal, state, county, and CRI policies and regulations.
18. Assume other responsibilities as directed.

Required Knowledge, Skills and Abilities

Ability to carry out verbal and written instructions.

Ability to establish and maintain an effective working relationship with CRI staff/clients.

Ability to maintain discretion regarding business-related files, reports, and conversations, within the provisions of open record laws and other applicable State and Federal Statutes and Regulations.

Ability to use office machines such as computer, calculator, adding machine, copy machine, fax, keyboard, printer.

Proficiency in Word Perfect, Microsoft Word/Office/Excel, and CRI computer programs.

Maintenance of a clean driving record.

Minimum Training and Experience Required to Perform Essential Job Functions:

1. Bachelors or an associate degree in Accounting or related field, and three years of directly related work experience or,
2. Graduation from high school or equivalent and completion of six years of directly related work experience, or
3. An equivalent combination of training and/or experience.
4. Perform data entry at 7,000 kph at 90% accuracy.
5. Successful completion of a pre-employment Dept. of Justice/Caregiver background check and DMV check.
6. A valid Wisconsin driver's license, appropriate/required coverage of auto insurance, and a reliable vehicle are required. Must have a clean driving record for the past 3 years. Records must not have any major moving traffic violations or accidents reported (either pending or convicted/charged). Major moving traffic include, but are not limited to: Reckless and/or Negligent Driving, OWI, DUI, DWI, Excessive Speeding, Driving with a Suspended, Revoked, or Invalid license, Hit and Run, Refusing to stop for/Fleeing an officer).

Physical and Mental Abilities to Perform Essential Job Functions Language Ability and Interpersonal Communication:

1. Ability to communicate with individuals with disabilities.
2. Ability to understand policies and procedures.
3. Ability to learn to observe, record, and report significant behaviors.
4. Ability to effectively meet and deal with the public and to establish and maintain effective working relationships with staff and clients.
5. Ability to exert physical effort, typically involving lifting, carrying, climbing and balancing, stooping, kneeling, crouching, crawling, pushing, and pulling.
6. Ability to recognize and identify degrees of similarity or differences between characteristics of color, forms, sounds, tastes, odors, textures, etc. associated with job-related objects and materials and ingredients
7. Ability to analyze data and information using established criteria in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure and/or sort, as well as assemble, copy, record, and transcribe data and information. Ability to classify, computer, tabulate, and categorize data.
8. Ability to maintain discretion regarding business-related files, reports, and conversations, within the provisions of open record laws and other applicable State and Federal statutes and regulations.

Mathematical Ability

Ability to measure, add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Ability

1. Ability to use functional reasoning and application of rational judgement in performing diversified work activities.
2. Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory and/or judgmental criteria.

Environmental Adaptability

Ability to work under moderately safe and comfortable conditions where variations or extremes in environmental factor such as temperature variation, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust may cause discomfort, and where there is moderate risk of injury.

Chippewa River Industries is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, CRI, Inc. will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This position description does not constitute an employment contract. Employee is an at-will employee with CRI. By signing below, Employee acknowledges receipt of this position description and that Employee has reviewed and understands this position description.

Employee's Signature

Supervisor's Signature

Date

Date

Original January 1, 2009

Revised: January 12, 2010, April 30, 2010, January 31, 2020, October 20, 2020