
Auburn University Job Description

Job Title: **Coord, Hospital Financial Svcs**

Job Family: No Family

Job Code: **IB03**

Grade FO07 \$40,000 - \$64,000

FLSA status: Exempt

Job Summary

Reporting to the Accounting Manager, the Hospital Financial Services Coordinator supports financial functions related to client billing, collections and cash management of the Veterinary Teaching Hospitals (VTH) to include the Bailey Large Animal Teaching Hospital, the Vaughn Large Animal Teaching Hospital and the Auburn Veterinary Services (in Gulf Shores) in the College of Veterinary Medicine.

Essential Functions

1. Supports financial functions of the VTH primarily related to client billing, collections and cash management. Supervises billing auditors and financial assistants.
2. Provides guidance to Hospital Client Service Representatives, clinicians, and students regarding client finances.
3. Serves as the VTH liaison to all Auburn University Payment and Business Services, Care Credit, external collection agencies, and Equine Insurance vendors. This includes financial equipment needs, returned checks, chargebacks, bankruptcy notices.
4. Audits and verifies daily and monthly accounts receivable reports for the Veterinary Teaching Hospitals and the Southeastern Raptor Center (SRC).
5. Audits and verifies daily cashier transactions for the Veterinary Teaching Hospitals; performs any necessary teaching or research adjustments.
6. Communicates with clients regarding escalated financial concerns; communicates with the Client Services Manager, Accounting Manager and if needed, the Associate Dean of Clinical Affairs.
7. Organizes monthly client statements for internal and external clients.
8. Coordinates the setup and accounts receivables for internal client accounts to include direct charges, payroll deduction, gift accounts, SRC Rehab, therio, dairy, and animal sales.
9. Organizes and manages finances for various CVM faculty research accounts.
10. Verifies, reconciles, and processes VTH client refunds.
11. Performs other duties as assigned.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Some college; vocational or Associate's Degree	No specific discipline. Desired: Degree in Accounting, Finance, Business, and related fields.
Experience (yrs.)	5	Experience in bookkeeping, business operations, including managing billing, account receivables, and cash management is desired.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of handling and reconciling financial transactions; knowledge of medical terminology; knowledge of handling collection and gift accounts. Knowledge of basic accounting principles, familiar with university/state/federal financial guidelines.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/23/2022
