



JOB INFORMATION

Job Code	IB03
Job Description Title	Coord, Hospital Financial Svcs
Pay Grade	FO07
Range Minimum	\$42,330
33rd %	\$50,790
Range Midpoint	\$55,030
67th %	\$59,260
Range Maximum	\$67,730
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/23/2022

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

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.

RESPONSIBILITIES

- Supports financial functions of the VTH primarily related to client billing, collections and cash management. Supervises billing auditors and financial assistants.
- Provides guidance to Hospital Client Service Representatives, clinicians, and students regarding client finances.
- 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.
- Audits and verifies daily and monthly accounts receivable reports for the Veterinary Teaching Hospitals and the Southeastern Raptor Center (SRC).
- Audits and verifies daily cashier transactions for the Veterinary Teaching Hospitals; performs any necessary teaching or research adjustments.
- Communicates with clients regarding escalated financial concerns; communicates with the Client Services Manager, Accounting Manager and if needed, the Associate Dean of Clinical Affairs.
- Organizes monthly client statements for internal and external clients.
- 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.
- Organizes and manages finances for various CVM faculty research accounts.
- Verifies, reconciles, and processes VTH client refunds.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

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.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
Some college; vocational or Associate's Degree	No specific discipline. Desired: Degree in Accounting, Finance, Business, and related fields.	and	5 years of	Experience in bookkeeping, business operations, including managing billing, account receivables, and cash management is desired.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

REQUIRED PRE-EMPLOYMENT SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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