



## **Fiduciary Accounting Assistant**

### **Summary:**

The Fiduciary Accounting Assistant's primary role is to provide accounting assistance and technical support to the Fiduciary Program Manager and assists the Case Managers in managing clients' financial affairs and providing for their needs. The assistant will also perform monthly billing for the agency's HomeCare and Adult Day programs. This position reports to the Fiduciary Program Manager but will also work closely with the Director of Finance and Administration as well the agency's HomeCare and Adult Day program managers on billing activities.

### **Duties & Responsibilities:**

- Set up scheduled payments in accordance with approved client budgets.
- Ensure timely production of weekly, monthly, and daily personal needs checks to allow for prompt delivery to clients.
- Maintain an auditable paper trail for all checks and voided checks.
- Enter exception note information as submitted by the case managers.
- Pay approved client bills according to budgeted amounts provided by case managers before the bills' due dates.
- Maintain filing of client bills and other paperwork.
- Perform monthly VA and private-pay billing for HomeCare and Adult Day programs; back up Accounting Administrative Assistant on Medicaid and federal food subsidy billing.
- Perform other duties as assigned.

### **Educational/Skill Requirements:**

- Associate's degree in accounting or other business-related degree
- Excellent working knowledge of computers
- Excellent math skills
- Ability to manage client budgets and balance their checking accounts in Representative Payee Management software program in a timely fashion
- Minimum of 2 years work experience in office administration, bookkeeping or finance
- Excellent organization skills and attention to detail and accuracy
- Ability to communicate and collaborate effectively across agency departments

### **Minimum proficiencies in technology:**

- Must have basic computer skills and knowledge of Microsoft Excel, Word, Outlook, and Internet browser use.

- Proficient with Peachtree or similar accounting software
- Knowledge of Representative Payee Management software or ability to learn quickly

**Other position requirements and/or preferences (certifications, reliable transportation, specialized knowledge, travel/security requirements, etc.)**

**Required:**

Reliable transportation  
Signed Confidentiality agreement  
Pass criminal background check  
Pass drug test

**Preferred:**

Basic knowledge of Adobe Acrobat (PDF's) for paperless documentation

**Work environment:**

Normal hours at ElderServe's administrative offices are 8:30 a.m. to 4:30 p.m. Monday through Friday, with 30 minutes for lunch. The dress code is business casual.

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Employee Signature

\_\_\_\_\_  
Date

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Human Resources

\_\_\_\_\_  
Date

(updated July 2018)