



**HEALTH ONE ALLIANCE, LLC, ITS SUBSIDIARIES AND AFFILIATES,
INCLUDING ALLIANT HEALTH PLANS
JOB DESCRIPTION**

JOB TITLE:	Accounting Clerk	LOCATION:	Dalton, Georgia
DEPARTMENT:	Finance	REPORTS TO:	Accounting Supervisor

Job purpose

The Accounting Clerk is responsible for maintaining accounting records, bank reconciliations, determining priority of entries, checking and entering routine information such as accounts payable and receivable information.

Duties and responsibilities

- Complete bank reconciliations
- Enter Accounts Receivable
- Assist with Accounts Payable
- Assist with journal entries
- Assemble designated reports
- Apply basic statutory accounting principles
- Process deposits and premium payments

Qualifications

- Undergraduate degree from an accredited college with course work in finance, accounting, business or related field
- One to three years Accounting and Finance experience
- Intermediate knowledge level of Microsoft Word, Excel and PowerPoint
- Basic understanding of financial statements and accounting
- QuickBooks knowledge
- Ability to learn quickly and be self-motivated

Competencies

- **Ethics** - Honest, accountable, maintains confidentiality
- **Reliability** - The extent to which the employee can be depended upon to be available for work, do it properly, and complete it on time. The degree to which the employee is reliable, trustworthy, and persistent.
- **Sense of Urgency** - Meets deadlines, establishes appropriate priority, gets the job done in a timely manner
- **Cooperation** - Willingness to work harmoniously with others in getting a job done. Readiness to respond positively to instructions and procedures.



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- **Customer service** - Works well with customers, promotes a positive image of the company, strives to solve issues raised by customers
- **Dependability** - Completes job assignment and projects with minimal supervision. Meets schedules and deadlines.
- **Initiative** - Takes action, seeks new opportunities, strives to see projects to completion
- **Job knowledge** - Knowledge of products, policies and procedures; OR knowledge of techniques, skills, equipment, procedures, and materials.
- **Organization skills** - Information organized and accessible, maintains efficient work space, manages time well
- **Quality** - Strives to eliminate errors, accurate work is a priority, seeks opportunities to improve product/services

Physical, Mental, Environmental & Working Conditions

Moderate amount of walking, sitting, and writing. Moderate to significant amount of stress in meeting deadlines and dealing with day-to-day events in the execution of job duties. Needs flexibility and adaptability to change. Candidate must be self-disciplined and a self-starter and able to work independently with a flexible work schedule. Must be able to drive a vehicle.

Direct reports

N/A

Version:	Owned By:	Executive Review/Approval:	Date:	Choose One: Initial - Review Only - Revised
1.0	Human Resources	Mark Mixer, CEO Amanda Reed, COO Joe Caldwell, CFO	02/27/2017	Initial
1.1	Human Resources	Sabrina LeBeau, HR Manager	08/21/2017	Revised