



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

Accountant-Examiner Occupation

BARGAINING UNIT:

ACE

Accountant-Examiner 1

SERIES PURPOSE: The purpose of the Accountant-Examiner occupation is to review various transactions for given accounts, external audits, and/or program information to determine accuracy, completeness, compliance and/or the need for further processing relative to billings, federal or third-party reimbursements, collection of fees or payments, payment of claims, or bills and/or invoices.

CLASS CONCEPT: The class works under general supervision and requires working knowledge of accounting and applicable reporting procedures in order to: establish new or make changes to existing accounts necessary for billings and collections of payments as requested; maintain fiscal and/or statistical data; receive and process payments; notify entities of delinquent payments and overpayments; resolve discrepancies; ensure accuracy and completeness and/or compliance with reporting procedures.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Establishes new or makes changes to existing accounts necessary for billings and collection of payments; maintains statistical data relative to specific revenue and/or reimbursement sources.

Receives and processes payments.

Prepares information for filing; answers telephoned and written inquiries in reference to reports, records and/or accounts.

Prepares reports; maintains accounting records; posts information and/or transactions received to records and accounts; types various materials or enters data into various systems.

Answers walk-in customer questions and complaints. Responds to Credit Bureau Disputes.

Communicates regularly with various collection agencies and credit bureaus to report and update payment status. Assists in the annual write off of accounts.

Assists other departmental staff with student and non-student accounts. Assists during peak periods and extended hours by answering routine telephone and in person questions.

Other Functions and Responsibilities: Assists with training new hires.

Effective 11/05/2024

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: accounting; applicable state and/or federal regulations governing documents processed, reviewed, and/or prepared*; public relations*.

Skill in: use of a computer and all other standard office equipment, including a calculator and/or adding machine.

Ability to: apply principles to solve practical, everyday problems; gather, collate, and classify information about data, people, or things; complete routine forms and prepare standard reports and business correspondence; handle routine and sensitive inquiries from and contacts with other government officials, general public, claimants, and/or providers.

(*)Developed after employment.

MINIMUM QUALIFICATIONS: High School Diploma or GED and one year of experience in review and processing of claims, collections, billings, payments, or review of documents for accuracy.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

SEDENTARY: work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

UNUSUAL WORKING CONDITIONS: Not applicable