AUBURN
Human Resources

Coord, Hospital Financial Services

Job Description

JOB INFORMATION

Job Code	IB03
Job Description Title	Coord, Hospital Financial Services
Pay Grade	FO07
Range Minimum	$44,460
33rd %	$53,360
Range Midpoint	$57,800
67th %	$62,250
Range Maximum	$71,140
Exemption Status	Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	1/1/1900 12:00:00 AM

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

- Prepares, examines, codes and processes forms, vouchers and reports for financial transactions.
- Monitors and communicates with vendors and departments regarding payments, billings and other concerns.
- Provides payment services to include, but not limited to, approving payments of invoices and journal vouchers.
- Processes refunds to VTH clients.
- Serves as the VTH liaison to all AU Payment and Business Services, including advising staff, faculty and students of standard policies and procedures.
- Provides training, assisting or assigning tasks to others.
- Serves as backup for TES Chargeback Approvals.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

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.

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 to 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	
Associate's Degree	No specific discipline. A degree in Accounting, Finance, Business, or related field is desired.	and	5 years of	Experience in financial support services, bookkeeping, business operations, or related	

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/ONGOING 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			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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