
Auburn University Job Description

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|--------------|-----------------------------------|----------|--------------------------------|
| Job Title: | Veterinary Accounts Assist | Level I | Grade VT01 \$25,500 - \$34,400 |
| Job Code: | IB06 | Level II | Grade VT02 \$27,500 - \$37,100 |
| FLSA status: | Non-exempt | | |

Job Summary

Processes clients' animals for admission into and discharge out of the Veterinary Clinic at the University.

Essential Functions

1. Registers clients' animals that are in need of medical attention and verifies client information and referring veterinarian.
2. Discharges patients to include facilitating the billing process and performing cashiering duties.
3. Generates, analyzes, validates, verifies, and finalizes all records in-house and computer reports regarding clients, animals, treatments, clinical procedures, charges/fees, and services rendered by the clinic.
4. Communicates admissions information, fees, discharge date(s), clinic regulations, or other clinic services to clients.
5. Prepares, records, and verifies daily cash reports for the Bursar's Office.
6. Maintains and orders office supplies.
7. May train students, residents, and employees in after-hour procedures and monitor their performance.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

| Level | Responsibility | Knowledge | Education and Experience* |
|-------|--|--|---|
| I | Follows specific procedures. Task variety is limited. Work is performed under close supervision. | Basic knowledge of standard office functions. Communicates with other is limited to exchange of routine information. | High school diploma or equivalent. |
| II | Tasks are varied and broad. Work is performed under occasional supervision. | Standard knowledge of office functions. Working knowledge of Auburn University administrative systems appropriate to the position. | High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent within Auburn University. |

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I High school diploma or equivalent.

Level II High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent within Auburn University.

Focus of Education

High school diploma or equivalent

Focus of Experience

Experience in financial support services.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

Non Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 1/4/2012
