**Accounting Coordinator**

**Part time - 25 hours per week; hybrid option**

**Reports to: Vice President Clinical Operations**

**Position Summary**

The part time Accounting Coordinator is responsible for financial activities of a pharmacy operation, including recording , processing and reconciling insurance payments using the RX software system. This position also collaborates with the pharmacy team, the non-profit staff and the external accounting organization to maintain accurate financial records in accordance with internal controls.

**Competencies**

* Attention to detail and accuracy
* Problem solving and organizational skills to manage multiple tasks
* Trust, integrity, build positive relationships
* Learning mindset
* Adherence to all pharmacy regulations
* Ensure patient privacy and confidentiality as regulated by HIPPA guidelines
* Strong communication skills
* Ability to work independently and meet deadlines

 **Duties and Responsibilities**

* Record all paper and/or electronic ETF transactions into pharmacy receipt log
* Reconcile insurance payments with Pioneer -Rx system and bank account
* Document and manage all paper checks, including rebates, and compare to processed prescriptions to ensure accuracy
* Address discrepancies with third party vendors for dispute resolution
* Organize and place notices of payments, statements, credits, and memos into shared folders
* Monitor insurance policies
* Assist with the financial management of charitable grants
* Interact with external accounting organization and tax preparer
* Participate in special projects related to improving processes for efficiency and accuracy

**Qualifications**

* Associate or Bachelors degree in accounting or finance

Three years experience with a preference for medical -related accounting

* Experience using Excel, Word, Sharepoint, and QuickBooksOnline or similar software helpful

**Salary $20-25 per hour**