



Job title	<i>Technical Accounting Rep</i>
Reports to	<i>Accounting Supervisor</i>

Job purpose

The Technical Accounting Rep reports accurate information, files reports timely, and helps to maximize reimbursement for skilled nursing facilities. The role achieves this by gathering necessary information, creating reports, communicating with consultants and auditors, and providing information in a timely manner.

Duties and responsibilities

1. Filing Cost reports in timely manner:
 - Communicate with cost report preparers, clients, facilities, internal and external contacts to obtain information required to complete cost report information accurately
 - Follow up on a constant basis, pushing information through and making sure the reports are filed timely.
 - Gather and obtain all information needed to prepare the Medicaid and Medicare cost reports, such as:
 - Running financial reports from TM1 and GP. Running census reports, sales journals, cash receipts and other reports from the billing system
 - Creating wages reports using data from payroll systems
 - Creating fixed assets reports and other schedules, using information from the accounting schedules
 - Setting up access to governmental websites. Downloading and upload reports
2. Reviewing Audits and Cost Reports:
 2. Communicate with auditors to provide the requested information for cost report audits
 3. Obtain requested documentation, using all available resources. Some of the resources include:
 - a. Billing and Financial system
 - b. Other departments within the company
 - c. Client, Administrator, or other employees at the building
 - d. Cost report preparer
 - e. External parties
 4. Provide information timely, follow up with other parties and escalate when necessary
 5. Review all information before sending to make sure they reconcile and are accurate, and are presented clearly
3. Assist with other filings and reports as needed:
 6. Assist with yearend FS audits, such as sending out audit confirmations, pulling GL accounts and obtaining invoices
 7. Assist with other ad-hoc project. Some examples include:
 - a. 990 Returns, CCRC reviews, FRVS Surveys, Wage Surveys,
4. Other duties as assigned

Qualifications

A successful individual in this role will:

- Understand accounting processes
- Preferably possess basic accounting knowledge and expand on that knowledge throughout his/her employment at AGS

Specific requirements:

- Able to prioritize and meet deadlines



- Able to work independently
- Attentive to detail
- Able to quickly learn new systems and policies
- Possess excellent verbal and written communication skills
- Possess basic computer skills, especially Microsoft Excel

Working conditions

This job occurs in an office environment with mostly sedentary work. The role requires frequent interaction with fellow coworkers and clients, as well as focused concentration at a computer workstation

Physical requirements

This role has no specific physical requirements.

Direct reports

No Report

Approved by:	_____
Date approved:	
Next annual review:	