

Accounting Coordinator Tufts University

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Posted Jul. 24, 2024, set to expire Dec. 31, 2024

Job Title	Accounting Coordinator
Department	Henry and Lois Foster Hospital for Small Animals
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 24, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Finance/Investment Management
Job Website	https://jobs.tufts.edu/jobs/20754?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Henry and Lois Foster Hospital for Small Animals is the flagship teaching hospital of the Cummings School, with approximately 35,000 patients seen per year. The hospital provides 24-hour care for pets 365 days of the year and offers high-quality medical care, consultation, referral, and emergency veterinary services for the care of dogs, cats, and exotic pets. The hospital provides advanced veterinary care for small animal patients throughout New England and creates a positive learning experience for veterinary students, interns, and residents.

What You'll Do

The Accounting Coordinator for Hospital Administration is responsible for the processing and oversight of financial transactions which consist of Payroll, Accounts Payable, Purchasing, Credit Card purchases, reimbursements and financial transactions through University PeopleSoft Accounting

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Systems. Duties include the ability to purchase items through the accounts payable system. This position is back-up for Payroll and responsibilities include in the preparation and reconciliation of the weekly timecards that will be electronically submitted to Medford Payroll/TSS for processing. This position assists the Accounting Manager with hospital financial reports, accounts receivable, reconciliations and other accounting duties.

Essential functions as an Accounting Coordinator will be:

Purchasing

- Responsible to make requested hospital purchases through the university purchasing system, create purchase orders, make purchases with Credit Card and verify all transactions in conjunction with university financial policies and procedures. Assist with the processing of hospital employee reimbursements.

Financial Data

- Responsibilities require an understanding of the University Financial Systems (Payroll, Purchasing, Peoplesoft) to complete financial reconciliations. Produce monthly department revenue and expense reports through use of Data warehouse-producer of monthly financial reports. During the budget preparation – duties include assisting Hospital Administrator in the processing of budget templates, data input on operating budget requests for supplies, equipment and personnel.

Payroll Support:

- Provide back-up support for the Foster Hospital Payroll Department:
 - Responsibilities include verification and processing of approximately 200 staff employee timecards. Timecards need to be processed in a timely manner and in conjunction with Tufts Financial policies.
 - Duties also include the processing of emergency on-call slips, Personnel Action Forms (PAF) and the processing of timecards (electronic) with Medford Payroll and TSS.

Producing Monthly Financial Reports/Administrative Support.

- Assisting the Accounting Manager
- Print out monthly hospital revenue and expenses reports (from Data Warehouse)
- Prepare quarterly department reports
- Reconcile monthly usage tax calculation
- Process Hospital invoices for payment (After approved)

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- Process hospital employee reimbursements
- Assist with Lerner Clinic accounting functions (Billing, payments, and generate financial reports)
- Assist all Hospital Supervisors with any accounting issues/questions
- Monitor hospital expenses
- Provide Hospital Supervisors with monthly financial reports for their section.
- Assist CAO and Hospital Director with financial data when requested.

Other

- Assist Accounting Manager, CAO, Hospital Administrator, Hospital Director and Accounting Supervisor in reviewing the vendor invoice and/or expenses with actual charges, develop awareness of financial issues and perform special projects as deemed necessary by the Hospital Administrator.

What We're Looking For

Basic Requirements:

- Knowledge and experience as typically acquired by a High School Diploma / GED with 5 + years' accounting experience OR a bachelor's degree and 3+ years of related experience.
- Computerized client billing and payment processing and some Microsoft Word and Excel skills.

Preferred Qualifications:

- Bachelor's degree in accounting, finance, or similar field strongly preferred. Must be flexible and be able to react quickly to a variety of situations. Must be able to work independently with minimal direct supervision. Must act as a role model for co-workers, students, and clinicians, always maintaining a professional attitude and appearance.

Pay Range

Minimum \$24.30, Midpoint \$28.90, Maximum \$33.50

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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