

Accounting Assistant - Veterinary Hospital Tufts University

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Posted Aug. 8, 2025, set to expire Dec. 31, 2025

Job Title	Accounting Assistant - Veterinary Hospital
Department	Accounting
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 8, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services
Job Website	https://jobs.tufts.edu/jobs/22154?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Accounting Department's mission is to insure appropriate and complete billing for services provided to patients seen at the Foster Hospital for Small Animals and the Large Animal Hospital by reviewing and resolving client billing concerns.

What You'll Do

Responsibilities include daily auditing of client invoices in our electronic medical record system. Duties also include daily deposit reconciliations, A/R deposits, client billing questions, client communication, some collection activity and other accounting duties.

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Essential functions as an Accounting Assistant will be:

Billing/Accounts Receivable:

- Duties include auditing and verifying clinical charges in our electronic medical record system.
- Processing client refunds.
- Review, verify and process client billing adjustments.
- Using various reports to verify client invoices for accuracy.
- Making sure proper deposits are collected from clients compared to the estimates, which may require calling clients for deposits.
- Verifying Omnicell reports with medical records.

Credit and Collections:

- Handle client correspondence and resolve billing questions in conjunction with hospital policy in person and over the phone.
- Coordinate client payment plans in accordance with the hospital's financial policy.

Financial Reporting:

- Perform daily reconciliation of payments.
- Running daily reports.
- Process charges to grants as indicated by clinical staff.

Miscellaneous:

- Processing client payments and preparing deposits, scanning documents, filing, photocopying, and other duties as needed.

What We're Looking For

Basic Requirements:

- High School Diploma or the equivalent with one to three years' experience.
- Computerized client billing and payment processing and some Microsoft Word, Excel and Outlook skills.

Preferred Qualifications:

- Bachelor's degree in Accounting is preferred.

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- One to three years' experience in accounts receivable.
- Must be flexible and be able to react quickly to a variety of situations.
- Must be able to work independently with minimal direct supervision during evening and weekend shifts.
- Must act as a role model for co-workers, students and clinicians, always maintaining a professional attitude and appearance.

Pay Range

Minimum \$22.50, Midpoint \$26.80, Maximum \$31.10

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

Contact Information

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

Contact

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