

Accounting Assistant II
Local Government Health Insurance Board
Job Description

JOB INFORMATION

This is a permanent, full-time position for the Local Government Health Insurance Board, a state agency located in Montgomery, Alabama that administers a group health insurance program covering local governmental entities throughout the state. The position involves accounting support work performed in support of the accounting and reporting functions for the board.

MINIMUM REQUIREMENT

- A high school diploma; and
- Three years of work experience performing accounting, bookkeeping, or fiscal clerical work.
 - Other educational credit and work experience as deemed appropriate may also be considered.

JOB DUTIES AND RESPONSIBILITIES

- Process and post daily cash receipts
- Process payment vouchers
- Post activity to accounting records
- Respond to telephone inquiries
- Perform monthly billing activities
- Assist members and units with billing inquiries
- Archive documents using imaging software
- Maintain documents in office storage facility
- Assist in the accumulation and consolidation of all of the LGHIB's financial data necessary for accurate accounting of consolidated business results including preparing internal and external financial statements
- Assist Accounting Supervisors with financial transaction and reporting duties
- Other related services as directed by management

The Local Government Health Insurance Board is an Equal Opportunity Employer.

Local Government Insurance Board Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post-graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States:

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASCCIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program.

Note: This policy is subject to change.