



CAREER OPPORTUNITY

Title: Bookkeeper – Northern Counties

Hours: Full time 37.5 hours a week, Non-Exempt

Brief Description:

Prepare fiscal reports for Catholic Social Services Programs, assist Fiscal Department in maintaining financial records and data entry/billing functions and waiver reporting.

- **Accounting Functions**
 - Process monthly invoices for payment by check, ACH, or credit card.
 - Process cash, ACH, and credit card payments.
 - Allocate invoices per CFR200 federal guidelines & prepare fiscal voucher.
 - Record Journal entries in Sage 100 General Ledger
 - Prepare Multiple program reporting monthly
 - Assist with financial audits
 - Monthly Bank Reconciliations
 - Maintain electronic and paper files for monthly reporting
- **Data Analysis**
 - Collect and track departmental data.
 - Assist in maintaining information records in various databases.
- **Medicaid Waiver**
 - Follow up and tracking of Ohio Benefits and Waiver reports.
 - Tracking, completing and reconciling Passport Consumer Liability and Care Coordination cost share.
- **Other accounting functions**
 - Maintain petty cash account; filing/scanning of completed A/P: assist Accounting Manager and Accounting Assistant as needed.

Minimum Requirements:

- High School diploma required; Associates Degree in Accounting preferred; 1 years related experience
- Insurance billing and provider credentialing experience preferred
- Knowledge of waiver programs preferred
- Experience with Accounting software; MS Word, Excel, Outlook, Quick Books Online, Sage 100 software.

*All interested candidates should send a resume with salary requirement to:
Human Resources, Catholic Social Services of the Miami Valley
922 W. Riverview Ave., Dayton OH 45402
Or e-mail to jobs@cssmv.org Or fax to 222-6750*