



CAREER OPPORTUNITY

Title: Accounting Assistant – Northern Counties Office (Sidney)

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

Brief Description:

- Excellent data entry skills required. Prepare monthly reports for PASSPORT/Assisted Living & Care Coordination programs.
- Strong Excel skills required. Track monthly liabilities and prepare invoices for PASSPORT & Care Coordination consumers.
- Attention to detail required. Allocate and track business transactions from start to finish.
- Familiar with Paycor system desirable. Assist the Accounting Manager with payroll functions.
- Working knowledge of QuickBooks is required. Assist with account payables and receivables.

Minimum Requirements:

- Associates Degree in Accounting preferred; 2 years bookkeeping experience
- Experience with accounting software MAS90, proficient in Excel, Word, Outlook, QuickBooks, Paycor & Doc Record.

*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@csmv.org or fax to (937) 222-6750*