



## CAREER OPPORTUNITY

**Title:** Accounting Assistant – Northern Counties

**Hours:** Full Time – 37.5 hours a week, Non-Exempt

### **Brief Description:**

Prepare fiscal reports for Catholic Social Services programs, assist Accounting Manager in maintaining fiscal records, and assist IS Department with data entry/billing functions. This position is based in our Sidney, Ohio office.

- **Accounting Functions**
  - Process monthly invoices, allocate invoices per CFR200 federal guidelines & prepare corresponding fiscal vouchers
  - Record journal entries in Sage 100 General Ledger
  - Assist with financial audits
  - Monthly bank reconciliations
  - Assist with yearly budget and program budgets
  - Maintain electronic and paper files for monthly reporting
- **IS Billing and Reporting Support**
  - Assist with data entry and billing
  - Work with providers and clinical staff answering billing questions, researching billing issues, and maintaining DDE portal for providers
- **Mental Health Reporting**
  - Track and apply insurance, Medicaid, and client payments
  - Work with therapist/support staff on billing issues
  - Track and submit insurance credentialling for insurances
- **Other Accounting Functions**
  - Maintain petty cash account; filing/scanning of completed A/P; assist Accounting Manager as needed

### **Minimum Requirements:**

- High School diploma required; Associates Degree in Accounting preferred; 2 years related experience
- Insurance billing and provider credentialling experience
- Experience with accounting software; MS Word, Excel, Outlook, QuickBooks Online, Sage 100 software

*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](mailto:jobs@cssmv.org) or fax to 937.222.6750*