

## 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 data entry/billing functions and waiver reporting.

#### • **Accounting Functions**

- Process monthly invoices, allocate invoices per CFR200 federal guidelines & prepare corresponding fiscal vouchers
- Record journal entries in Sage 100 General Ledger
- Prepare multiple program reporting monthly
- Assist with financial audits
- Perform monthly bank reconciliations
- Assist with yearly budget and program budgets
- Maintain electronic and paper files for monthly reporting

#### • **Billing and Reporting Support**

- Assist with data entry and billing
- Work with providers and clinical staff answering billing questions, researching billing issues, 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 credentialing for insurances

#### • **Medicaid Waiver**

- Follow up and tracking of Ohio Benefits and Waiver reports

#### • **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 credentialing experience
- Knowledge of waiver programs preferred
- Experience with accounting software, MS Word, Excel, Outlook, Quick Books 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*