

## 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 and 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**
  - Provide follow-up and tracking of Ohio Benefits and Waiver reports.
  - Track, complete, and reconcile 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; associate degree in accounting preferred; 1 year related experience
- Insurance billing and provider credentialing experience preferred
- Knowledge of waiver programs preferred
- 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*