

## CAREER OPPORTUNITY

**Title:** Accounting Specialist – 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, allocate invoices per CFR200 federal guidelines & prepare corresponding fiscal vouchers
  - 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
  - Maintain electronic and paper files for monthly reporting
  - Process waiver provider billing
- **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
- **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 Waiver Liability and Care Coordination cost share.
- **Other accounting functions**
  - Maintain petty cash account; filing/scanning of completed A/P: assist Fiscal Manager as needed.

### Minimum Requirements:

- Associates Degree in Accounting Bachelors preferred; 2 years accounting experience
- Experience in State and Federal accounting practices
- Knowledge of Medicaid, Medicare and 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](mailto:jobs@cssmv.org) Or fax to 222-6750*