

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: Accountant
DEPARTMENT: Finance
STATUS: Full-time / hourly / non-exempt
SUPERVISED BY: Controller
DATED: 8/6/2020

JOB SUMMARY:

Reporting to the Controller, the Accountant plays a key role in the success of the Finance Department. This position will focus on preparing, reviewing and reconciling Medicaid billings, Cash Receipts and accounts receivable, assisting in the preparation of internal and external reports, and acts as back up/support for the grants administrator.

QUALIFICATIONS:

Competencies: Must treat each individual with dignity and respect; maintain client and program confidentiality and support the overall mission and direction of the organization. Must be a team player, self-starter, dependable, exercise discretion and adhere to business professional code of ethics. Must have mature planning, organizing and execution skills and be comfortable working in a dynamic organization that addresses a wide range of needs in the community.

Education/Experience: Bachelor's degree (B.A.) in accounting, business administration or related field from a four-year college or university preferred with a minimum of two years in equivalent position required. Proficient use of MS Office Suite and accounting software required. Prior experience in medical billing and claim submission (preferred)

Skills: Must be able to read, comprehend and address a variety of external reporting requirements. Must be able to communicate clearly and professionally both verbally and in writing within the organization and externally.

DUTIES & RESPONSIBILITIES:

Medicaid Billing

1. Process billings in accordance with CSS procedures
2. Assist with reconciliation of accounts.
3. Follow up research of unpaid insurance claims or inquiries, appeals and corrected claims.
4. Maintain Medicaid billing files.
5. Prepare reports for CSS leadership.

Accounts Receivable

1. Receive and process program charges and invoices.
2. Process, issue, record and file customer invoices and statements.
3. Participate in reconciliation of subsidiary accounts.

Cash Receipts

1. Process receipts in accordance with CSS policy.
2. Maintain transaction records and files

Accounts Payable

- 1. Learn process and procedures for accounts payable in accordance with CSS policy.
- 2. Maintain sufficient familiarity to be a back up for A/P Technician as needed.
- 3. Maintain vendor files files.

Grant Support

- 1. Assists Grants Administrator in management of grant related activity from inception to final reporting.
- 2. Maintain sufficient familiarity to be a back up for Grants Admin as needed

General

- 1. Deliver continuous improvement of processes and business skills across the organization.
- 2. Support agency activities and events as required.
- 3. Attend meetings as requested.
- 4. Other duties as assigned.

Physical Requirements: Ability to work at computer terminal for long periods of time.

Training Requirements: Must attend agency and department orientation. Must attend all staff meetings and trainings as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____