

FULL TIME BILLING AND ACCOUNTS CLERK 40 hours per week

POSITION SUMMARY: The Billing and Accounts Clerk performs administrative duties. The Billing and Accounts Clerk will work to support Community Based Services by ensuring compliance with all local, state, and federal regulations and laws. Responsibilities include administering financial and statistical data for assigned programs. This includes but is not limited to generating billings, required reports, budgets, quarterlies, financial reports and data, performing all daily activities relating to their assigned programs and other assigned tasks as required.

ESSENTIAL JOB DUTIES:

1. Processing of all accounts payable transactions including coding, data entry check preparation, mailing, filing and requesting deposits for checking account.
2. Processing accounts receivable through billing rents, private pay, electronic filing, and data entry and depositing accounts receivable to the county Treasurer accounts payable and accounts receivable
3. Generate and balance all financial reports, including cash and accrual reports
4. Support completion of HCBS Schedule D-4
5. Prepare Cost reports to funders as required
6. Prepare Cost Report Projections
7. Initiate and receive telephone and electronic communications
8. Attend and contribute to service team meetings as needed
9. Prepare time sheets for Auditor's office
10. Complete tracking financial information
11. Assist where needed with Service Enriched Housing files and tenant verifications
12. Complete all other job duties as requested by the Director of SCL

ENTRY REQUIREMENTS:

1. Associate degree in Accounting or a Business related field
2. 3 years of relevant accounting or business experience
3. A commitment to provide supports that reflect the core values of Community Based Services: Quality, Independence, Respect & Dignity, and Stewardship