



POSITION TITLE: Accounting Assistant /Billing

DEPARTMENT: Administration

REPORTS TO: Finance Manager

POSITION SUMMARY: Under the direction of the Finance Manager, the Accounting Assistant /Biller is responsible to support to the agency's accounting department with facilitating billing for rendered services for our clients.

SALARY RANGE: \$20.00 to \$24.00 hourly. Position is non-exempt, full time with benefits.

SCHEDULE: Monday through Friday 8:30 a.m. to 4:00 p.m. Will require work outside these normal hours to accommodate responsiveness to donors and to achieve program goals.

POSITION REQUIREMENTS

EDUCATION: Two years of formal education beyond high school in a business related field. Minimum of two years of finance related experience or a combination of education and/or experience.

EXPERIENCE: One to two years of previous work experience in accounting or billing.

POSITION KNOWLEDGE: Knowledge of office administration and bookkeeping procedures including but not limited to, ECM and community support claims/billing. Knowledge of CMS 1500, UBO4 Form and Electronic Data Interchange in accordance with the ECM and Community Support coding guidance. Proficient in Microsoft Suite (Word & Excel).

SKILLS: Strong typing and 10 key touch skills. Organizational skills are imperative. Stress and time management skills are needed. Excellent written and verbal communication skills. Ability to maintain confidentiality within the accounting department.

PHYSICAL DEMANDS: Mobility: frequent sitting and standing for long periods; frequent operation of a data entry device; frequent walking, standing, pushing, pulling, bending, squatting, climbing, kneeling, reaching, holding/grasping and turning objects.

Lifting: frequent lifting of 5 pounds or less; occasional lifting of 5-30 pounds from floor to waist.

Visual: constant use of good, overall vision and reading/close-up work; moderate use of color perception and hand/eye coordination; occasional use of depth perception and peripheral vision

Hearing/Talking: frequent hearing of normal speech, talking/hearing on the telephone and in person

Emotional/Psychological: frequent decision-making, concentration, and public contact and occasional public speaking.

Environmental: frequent work in a standard office environment, occasional exposure to varied weather conditions.

LICENSE: Must possess a valid California Class C driver's license, proof of insurance, and/or have access to reliable transportation. Must have a clear background check.

PRINCIPAL DUTIES

1. Prepare and forward monthly grant invoices.
2. Verify, prepare and process cash receipts log daily.
3. Prepare and process deposits daily.
4. Process monthly ACH batches.
5. Work with Development team to insure deposits are entered into donor database.
6. Enter all development reports into accounting software.
7. Prepare and post monthly accrual journal entries.
8. Maintain and process monthly direct pay transactions.
9. Prepare and maintain asset files for all capital purchases and disposals.
10. Annual inventory certifications.
11. Assist in the payroll process and maintenance of employee time records.
12. Value in-kind donations daily.
13. Ensure the confidentiality and security of all financial and employee information.