

# EMMAUS COMMUNITY OF PITTSBURGH

## JOB DESCRIPTION

**TITLE:** Accounts Payable / Accounts Receivable Accountant

**BENEFITS:** Healthcare, dental & vision (100% employer paid for family), paid time off (starting at 20 days per year), short term and long term disability, \$25,000 life insurance policy, retirement plan, & tuition reimbursement program (after 1 year F/T)

**PRIMARY LOCATION:** Emmaus Office – South Side

**PRIMARY SCHEDULE:** Monday thru Friday 8am – 4pm or 8:30am – 4:30pm

**START DATE:** Immediately

**QUALIFICATIONS:** Detail-oriented individual to work with us to maintain the integrity of our financial system while furthering the mission of a reputable nonprofit organization. Minimum qualifications include the following:

- Bachelor's Degree in Accounting, Required
- Microsoft Office and PC software skills - Microsoft Word, Excel, and Outlook, Required
- 1 – 3 years of medical billing experience, Preferred
- 3 – 5 years of accounting office experience, Preferred
- Electronic Health Records (Therap) a plus
- Quickbooks experience a plus
- Effective written and verbal communication skills
- Strong organizational and time management skills
- Detail oriented and highly accurate
- Able to work well with others and work independently with little supervision
- Driver's License, Act 34 clearance & FBI clearance

### **JOB DESCRIPTION:**

- Input invoices, ensure accurate and timely payment of all bills, and resolve bill discrepancies
- Review general ledger to ensure accurate reporting of expenses
- Maintain business credit card account
- Work with organization personnel to ensure adequate support for all expenditures
- Work with billing specialist to approve attendance in Therap Services (EHR) system
- Review payments and reports, working with outside organizations to ensure services are correctly authorized and request adjustments, as needed
- Reconcile payments and record income in the general ledger

- Identify and investigate billing rejections
- Work with organization personnel to resolve insurance and billing issues
- Maintain monthly balances for client Representative Payee collective bank account and Special Needs Trust account
- Make journal entries to ensure client assets are correctly reflected in Quickbooks

EOE