**EMMAUS COMMUNITY OF PITTSBURGH**

**JOB DESCRIPTION**

**TITLE:** Bookkeeper

**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 – 4:30am

**QUALIFICATIONS:**

* High school diploma or equivalent required: Associate’s or Bachelor’s degree preferred
* Strong work tenure:1 – 3 years of bookkeeping experience, Preferred
* Microsoft Office and PC software skills - Microsoft Word, Excel, and Outlook, Required**;** Quickbooks experience a plus
* Electronic Health Records (Therap) experience a plus
* 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:**

* Support Finance Department by maintaining accurate records according to generally accepted accounting principles
* Print checks, make deposits, reconcile petty cash accounts, maintain financial documentation, and assist in month end closing activities
* Manage bank feeds and supporting documentation for several accounts
* Support the Finance Department with Accounts Payable and Accounts Receivable, including weekly billing of waiver-funded services
* Generate reports and perform responsibilities to support company departments
* Other duties as assigned EOE

