



## JOB DESCRIPTION

**TITLE:** ACCOUNTS PAYABLE & BILLING CLERK  
**REPORTS TO:** FISCAL MANAGER  
**CLASSIFICATION:** NON-EXEMPT, PART TIME

**SUMMARY:** Administrative position that supports the Fiscal Department and Administrative staff.

### MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Pennsylvania Criminal Recovery Check, The Pennsylvania Child Abuse History Clearance and a FBI Criminal History Background Check required.
- Associate degree in accounting or business administration or equivalent business experience within book keeping/fiscal department.
- Strong work history and knowledge of Quickbooks and Excel.

### ESSENTIAL DUTIES:

- Perform daily and monthly accounting functions
- Assist and serve as backup for fiscal and administrative staff. Support maintaining a professional office environment; collaborating with co-workers as needed to ensure proper (internal and external) customer service.
- Conduct self in a professional manner by adhering to The Council's Employee Handbook and standards for confidentiality.
- Maintain valid driver's license and safe driving record.

### DAILY JOB RESPONSIBILITIES:

- Accurate and timely billing for services provided, claims submissions to payers and assisting with month-end procedures.
- Accurate and timely billing for medical assistance/insurance claims (Magellan, CBH, CCBH)
- Periodic reconciliation of balance sheet accounts.
- Periodic reconciliation of spreadsheets, requests for reimbursement, purchase and supply orders.
- Back up book keeper duties and make bank deposits as needed.
- Maintain electronic and paper records according to program and Council procedures and in compliance with applicable privacy law.
- Other duties as assigned by Administrative Staff.

**COMPENSATION:** Commensurate with experience and other qualifications.