

The CARE Center, Inc.

JOB VACANCY NOTICE

POSITION: Secretary/Bookkeeper (Part-Time)
Washington-Assertive Community Treatment Team

PAY GRADE: 6

WAGE: \$10.86 (as a minimum)

ESSENTIAL FUNCTIONS:

- Develops and implements procedures for expediting and managing the flow of technical work through the office, including the maintenance of fiscal records, statistical reports and client billings.
- Serves as sole office staff person for field office or the lead office staff person providing primary operations support for corporate-wide office fee-for-service program.
- Creates and edits those documents which are necessary for successfully completing assignments, primarily responsible for the overall accuracy of the document and initiation of related processes and procedures.
- Initiates and monitors all invoices and charges to appropriate funding sources and method of payment processing.
- Maintains appropriate and assigned communications with all levels of staff, insurance companies, vendors, institutions, patients and their families.
- Screens visitors and phone calls for program and office staff and directs them appropriately.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:

- Associate Degree in Accounting or Business Administration, or two years' experience and/or training in billing and/or collections.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearances.
- Demonstrated ability and skill using computer software and word processing equipment.
- Demonstrated knowledge of elementary accounting procedures and terminology.
- Demonstrated knowledge of general office procedures, including interpersonal skills and telephone interaction.
- Ability to sit for long periods of time during the work day.
- Ability to simultaneously operate a keyboard and multi-line telephone with a high degree of accuracy.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING#18198.

EQUAL OPPORTUNITY EMPLOYER