

Administrative Associate-accounts payable and receivable liaison

JOB DESCRIPTION

SUMMARY: Provides administrative support to include scheduling, records management, accounts receivable, accounts payable and payroll.

EDUCATION REQUIREMENT:

REQUIRED: High School Diploma or equivalency.

RECOMMENDED: Bachelor Degree in Accounting, Business Administration, Finance or related field. Demonstrated experience in budget management is strongly preferred. Must have experience with medical billing.

ESSENTIAL JOB DUTIES:

* Monitors program budget.
* Submits reimbursement requests for program expense.
* Submits invoices for billable services.
* Completes monthly payroll process.
* Completes all reports as required to include monthly, quarterly and annual reports.
* Maintains ledgers of all program expenses.
* Ensures accounting in budgeting process.
* Ensures financial compliance with company and grant standards as outline in operational practices.
* Participates in professional development trainings as required.
* Demonstrates proficiency in billing for approved services
* Provide leadership for special projects as assigned
* Assist with fiscal monitoring to include accounts payable and receivable
* Completes internal audits.
* Creates program financial statements.
* Coordinates with third-party entities to resolve billing inconsistencies and errors.

ADDITIONAL PRE-EMPLOYMENT REQUIREMENTS

* Valid Driver’s License
* Proof of Eligibility to Work in the United States
* Basic Computer Literacy Skills
* Demonstration of proficiency in verbal and written communication in English.

\*All candidates for hire must complete a driving record and criminal background evaluation.

**Priority will be given for applications received by January 5, 2024.**