

POSITION AVAILABLE

POSITION: Accounting Manager – Full Time

AVAILABLE: Immediately

POSITION SUMMARY:

To supervise, track and evaluate day to day activities of Account Payable, Accounts Receivable, and Representative Payee Services.

JOB RESPONSIBILITIES:

1. Responsible for hiring, training, supervising, and evaluating Fiscal staff, excluding payroll.
2. Manage and oversee daily operations of Accounts Payable, Accounts Receivable and Representative Payee Services. Take initiative to develop and implement systems for verifying and reporting fiscal information as well as corrective actions.
3. Provide oversight and ensure all billing office functions are completed by deadline, including completion of internal audit procedures on billings, research denials and payment reconciliation. Work with programs to resolve denial and billing issues.
4. Coordinate, review and assist processing all monthly private pay invoices, track payments and collection. Notify program directors of outstanding collections.
5. Monitor Electronic Visit Verification (EVV) system; Review and ensure claims are being processed. Assist with resolving any issues or problems.
6. Download payment files each week to billing system AR ledger; Update Denial lists; Manually enter all payments made by check in to system.
7. Oversight of Representative Payee Services and signer on beneficiary bank accounts. Monitor accounts ensuring they are in compliance with Social Security Caps and rules.
8. Update accounting system for checks that have cleared the bank weekly.
9. Maintain Petty Cash for Administration.

POSITION REQUIREMENTS:

1. Associate degree (A.A.) or equivalent from two-year College or technical school; or at least 3 years related experience and/or training; or equivalent combination of education and experience.
2. Excellent math, organizational, interpersonal, communication and written skills required.
3. High attention to detail and accuracy, strong leadership and problem solving.
4. Ability to work independently, to set priorities and follow through on details.
5. Computer skills with work processing, excel, accounting software and use of other technology and data bases.
6. Required background checks and clearances.

For more information please contact: Please submit resume and salary requirements.

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