

Job Description

Accounting Associate - A/R

A position with one of Southern Arizona's premier social service agencies.

Under the direction of the Accounting Supervisor the Accounting Associate – A/R will be responsible for electronic health record billing, client billing and the posting of payments and deposits in FundEZ. He/she will track client admits/discharges to invoice funders and perform other duties as assigned.

Have fun while making a difference! Is a flexible schedule important to you? Looking for an opportunity to grow your career, have your contributions recognized and move up in the organization? Then join our dynamic team, which believes we can have fun and do well by doing good. OPCS is dedicated to eradicating homelessness. We train you and provide all the tools to be successful. Ours is a values driven organization that has a real impact in the lives of others.

Are you a veteran? Your dedication to serving others is a plus at OPCS.

Employee Benefits

- Competitive Salary
- Employer Subsidized Health Insurance for Employee **and Family**
- Employer Matching 401 (k) plan (after 1 year)
- Employer Paid Life Insurance and Vision Plan
- Employer Subsidized Dental Plan
- Employer Paid Training
- Employer Provided Training in Motivational Interviewing and other Evidence Based Practices
- 120 Hours Paid Time Off (PTO) Per Year

Duties and Responsibilities:

- 1 Become proficient utilizing the Remarkable Health/CT1, our electronic health record system for setup and billing of services performed by staff.
- 2 Preparation of weekly client billing and distribution of spreadsheet that shows client balance by property.
- 3 Opens the mail and logs in checks and/or cash received. There are always two approved staff required to open mail.
- 4 Posting of prepaid fees to client accounts and reconciliation of deferred program fees to FundEZ accounts.
- 5 Post all payment or funds received into FundEZ, make copies of all the required backup for the cash receipt file, give copies of the checks to the appropriate staff for their records to match with grant invoices or donor designations and takes the deposits to the bank according to policy requirements.
- 6 Completes client balance write offs to bad debt as approved.
- 7 Contributes to team effort by accomplishing results as needed.
- 8 Other duties as assigned.

Qualifications:

1. 2 years of AR accounting experience, preferably in a not for profit organization.
- 2 Experience working with CT1 (ClaimTrak) electronic health record software.
- 3 Proficiency with Microsoft Office software.
- 4 Knowledge of Fund EZ accounting software.
- 5 Excellent communications skills, verbal and written, in order to deal with customers (internal and external) at all levels.
- 6 Personal vehicle for use on agency business, with proof of insurance.

Job Status
Full Time

Pay Rate
DOE

Pay Comments
Salary based on experience.

Mail Resume/Application to:

Ms. Jeanie Pike
HR Manager
Old Pueblo Community
Services
4501 E. 5th St.
Tucson, AZ 85711

Email Resume/Application to:
hr@helptucson.org

Drug screen
Criminal/Driving Background checks
Employment References are checked