

BREVILLIER VILLAGE

JOB ANNOUNCEMENT

POSITION: Bookkeeper
CLASS: Non-Exempt, Full-time
STARTING WAGE: \$14.50 Per Hour
HOURS: 8:00am - 4:30pm
Monday through Friday

REQUIREMENTS: Training and experience in general secretarial/accounting/billing procedures with long term care experience preferred.
Experience in Accounts Payable, and other system processes.
Experience in accounting procedures.
Experience in 3rd party billing (Medicare, Medicaid, other insurance).
Ability to operate accounting systems and Excel experience required.
Good organizational and interpersonal skills.
Must be able to sit for extended periods of time and lift at least 35 lbs.

POSITION INVOLVES BUT NOT LIMITED TO:

Posting receipts to daily journal and payments to patient ledgers.
Reconciling resident personal funds and maintaining individual ledgers and balances.
Preparing third-party billing for all non-private pay accounts.
Checking accounts payable invoices and matching purchase orders to invoices.
Payroll processing.

BENEFITS:

Vacation, sick and holiday pay after 90 days of employment.
Floating holiday and personal day.
Paid Life Insurance after 1 Year of Service.
Medical/Prescription, Dental and Vision Insurance after required period.
401k with employer match after 2 years of employment.
Employee Enrichment Benefit - \$100 available after 3 month training Period.

Will check employment and personal references.
Completion of 3 months training period required.

Posted: 11/5/19