



BREVILLIER VILLAGE

# **JOB ANNOUNCEMENT**

Housing and Health Care Community

**POSITION:** Staff Accountant  
**CLASS:** Non-Exempt, Full-time  
**STARTING WAGE:** \$18.25 Per Hour  
**HOURS:** 8:00am - 4:30pm  
Monday through Friday

**REQUIREMENTS:** Associate or bachelor's degree in accounting (or equivalent) 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 third 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.  
Experience with General Ledger and monthly closing.

**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 on a bi-weekly and timely basis; review timecards for proper classification of building, position, and department. Add new hires and remove terminated employees from the time clock system and payroll processing. Ensure deductions are appropriate based on supporting documentation provided. Balancing daily receipts, preparing bank deposits, reconciling petty cash, depositing receipts, and transferring funds. Prepare and post monthly journal entries, maintain fixed assets system and process monthly reports.

**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.

**Ball Pavilion**      **Barnabas Court**      **Conrad House**  
5416 East Lake Road      5446 East Lake Road      5436 East Lake Road

*Brevillier Village is a 501(c)3 non-profit specializing in housing and health care for older adults.*

*Does not discriminate on the basis of handicap status in admission, access, or employment.*

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**Erie, PA 16511**

