

KREIDER SERVICES, INC.
Job Description

Job Title: Bookkeeper-Billings
Department: Finance
Reports to: Director-Finance
FLSA Status: Non-Exempt
Salary Range: 15A

Prepared By: Director of Finance
Prepared Date: 09/22/08
Revised Date:
Approved By: Arlan McClain
Approved Date: 9/25/08

OUR MISSION

Provide meaningful supports to people with intellectual and developmental disabilities in Northern Illinois.

OUR VISION

People reaching their fullest potential by having meaningful opportunities to live, work and participate in their community.

OUR VALUES

- | | |
|--------------------|-----------------------------|
| * Mission Driven | * Respectful Interactions |
| * Teamwork | * Commitment to Excellence |
| * Accountability | * Stewardship |
| * Creativity | * Innovations |
| * Ethical | * Promote Safe Environments |
| * Customer Service | * Celebrating Success |

PHILOSOPHIES THAT GOVERN THIS JOB

- ❖ We are client focused
- ❖ We pursue the capabilities of each individual
- ❖ We teach appropriate choice and independence
- ❖ We provide an atmosphere free of discrimination, abuse and neglect
- ❖ We treat individuals with dignity and respect.
- ❖ We promote an atmosphere of learning

GENERAL JOB DUTIES

Responsible for general billings and other Accounting related duties and other projects as assigned.

ESSENTIAL JOB DUTIES

Monthly data entry for client attendance for the Roc Report.

Bill the State of Illinois for services entered into Rocs and cross check to insure there are no rejections – if rejections occur responsible for correction and resubmission. Responsible for insuring billings are submitted accurately and timely.

Submit billings to both the State and Insurance Companies for the Early Intervention program. Correct any rejects and submit again. Work with the Manager of EI to insure all billings are submitted timely and accurately and follow up is done within the designated time frame.

Complete all billings for medical transportation – insuring they are accurate and submitted on a timely basis.

Complete reports of billings and other computer system activities as requested.

Record and enter in all donations received.

Complete production department billings.

Will learn and backup other accounting positions, as needed.

This position has access to agency finance records. Confidentiality will be maintained.

ADDITIONAL JOB DUTIES

Other duties as assigned.

QUALIFICATIONS

Associates degree or two year accounting certificate with two years experience, or four years of combined accounting education and/ or experience, including billing experience. Must be proficient in MS Office 2003 (or later versions) Professional Software in utilizing Access, Work, Excel and Publishers & Outlook. Understanding of Quickbooks and ROCS a plus.

PHYSICAL DEMANDS

Scheduled weekday hours. Works in well ventilated/lighted area. Travels occasionally within the city. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Sedentary work and the worker sits most of the time. Must be able to kneel, crouch, reach, stand, finger, talk, hear, and perform repetitive motions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.