

Accountant/Fiscal Assistant

This position is within the Accounting Department which is primarily responsible for the agency billing, assisting with grants, contracting, and other accounting/clerical duties to assist the department.

JOB RESPONSIBILTIES

- Responsible for agency billing to Value and MA.
- Responsible for agency printers with the software vendor.
- Responsible for work within the ID data base.
- Filing within the department.
- Will work with the provider community with contracting and other reporting.
- Responsible for processing, preparation and quarterly submission of write-offs and abatements.
- Responsible for agency vehicles scheduling and maintenance.
- Efficient in Microsoft Excel and Word.

Application must be received by the close of business Monday, February 10, 2020 to:

Mercer County Behavioral Health Commission, Inc.
Attn: Karen Myers
8406 Sharon-Mercer Road
Mercer, PA 16137