



DDR B Developmental Disabilities
Resource Board of St. Charles County

1025 Country Club Rd.
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Job Posting

Accounting Specialist

The Developmental Disabilities Resource Board of St. Charles County is accepting applications for a full time Accounting Specialist. This position performs a variety of functions including, but not limited to: conduct financial reviews of provider agencies; process agency and vendor billings; maintain vendor files; issue of 1099s as appropriate; resolve issues regarding the DDRB billing portal; process and submit monthly Medicaid billings; maintain files for receipt of payment on billings; maintain and update monthly report for case managers' logged, billed and paid hours; follow up on denied Medicaid billings for possible re-billing; submit payroll through ADP and maintain employee records in ADP and EZLabor Manager systems; maintain records on all assets/inventory including additions, deletions and depreciation; generate reports using Izenda reporting software; maintain tracking reports for Start-Up funds, transportation funds and conference stipends; assist Finance Director with annual audit, year-end closing and generating financial reports; other duties as assigned.

Qualifications: High school diploma/GED required. Bachelor's degree in an office management related field, such as accounting office/business management, etc., highly preferred. Three to five years office management experience required. Experience with general ledger and payroll highly preferred.

Anticipated start date: August 2015

Compensation: To be determined

Application deadline: June 1, 2015

If interested, please send resume and salary history (required) to:

Human Resources
DDR B
1025 Country Club Road
St. Charles, MO 63304

Or email resume and salary history to vickia@ddrb.org

All inquires are confidential.

Equal Opportunity Employer



DEVELOPMENTAL DISABILITIES RESOURCE BOARD

JOB DESCRIPTION

JOB TITLE: ACCOUNTING SPECIALIST (formerly "Compliance Specialist")

Reports To: Finance Director

POSITION SUMMARY:

Assist the Finance Director in accounting functions.

FUNCTIONS OF THE JOB:

Essential Functions:

1. Performs agency financial reviews, submit written report on findings and maintain history of reviews.
2. Process agency and vendor and cellular phone billings, maintain vendor files, and issue 1099s as required. .
3. Responsible for maintenance and resolution of issues concerning DDRB billing portal.
4. Process and submit monthly Medicaid billings and maintain files for receipt of payment on the billings.
5. Maintain and update monthly report for case managers' logged, billed and paid hours.
6. Follow up on denied Medicaid billings for possible rebilling.
7. Submit payroll through ADP and maintain employee records in ADP and EZLabor Manager systems.
8. Add, delete and depreciate Fixed Assets and office inventory. Maintain records on all assets/inventory.
9. Maintain and resolve issues concerning Izenda reporting software. Create and assist with generating financial reports.
10. Assist Finance Director with Accounts Receivable and Accounts Payable.
11. Remain flexible and comply with revisions and/or changes after mutual consultation with the Finance Director.

Marginal Functions:

1. Maintain tracking reports for Start-Up funds, Transportation funds, and Conference Stipends.
2. Assist Finance Director with annual audit and year-end closing.
3. Assist Finance Director in any requested tasks.

Physical/Visual Activities or Demands: (Physical/Visual activities or demands that are commonly associated with the performance of the functions of this job)

1. Sitting, hearing, talking, reaching, walking, stooping or crouching and crawling.
2. Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus.

Environmental/Atmospheric Conditions:

(Environmental and atmospheric conditions commonly associated with the performance of the functions of this job)

1. Normal office environment.

POSITION QUALIFICATION REQUIREMENTS:

Knowledge:

High school diploma/GED required. Bachelor Degree in an office management related field, such as accounting, office/business management, etc. highly preferred.

Experience:

1. Three to five years office management experience required. Experience with General Ledger accounting and Payroll highly preferred.

Skills and Abilities:

1. Apply common sense to carry out instructions furnished in written or oral form.
2. Ability to communicate in a clear and effective manner.
3. Ability to solve problems.
4. Ability to exercise discretion regarding confidential information.
5. Ability to work independently.
6. Ability to utilize Microsoft office software as well as payroll software systems.

Machines, Tools, Equipment and Work Aids:

(Which may be representative but not all inclusive of those commonly, associated with this position)

1. Personal computer and related software, facsimile, copier, calculator and telephone.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable local, state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable local, state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All Activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk, which denotes linkage only to marginal functions.

Original Evaluation: JE – 1/2003	Revised by: PC – 1/2003	Revised by: EP – 9/2007	Revised by: JT – 8/2008	Revised by: KR – 10/09
Revised by: NM – 11/2012	Revised by: VA- 10/2014			

Employee Signature

Date