



*Catholic Social Services
of Southern Illinois*

Medical Billing/GL - BOOKKEEPER

SUMMARY: Functions include processing electronic billing of counseling services to insurance companies, accounts payable, accounts receivable and reconciliations to the GL. Secondary duties include the production of reports and coordination with regional offices. Work cooperatively with the regional offices in solving problems. Reports to the Director of Finance.

QUALIFICATIONS: High school diploma. Education or training in bookkeeping. Two years of experience in bookkeeping or accounting. Experience with computers in the Windows and MS Office Environment. Preferred experience with electronic claims processing.

TO APPLY SEND RESUME TO:

Gary Schmitt

8601 West Main Street

Belleville, IL 62223

By March 25, 2010

You are allowed to email your resume to Gary@cssil.org

CATHOLIC SOCIAL SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER