

FITZMAURICE COMMUNITY SERVICES

JOB DESCRIPTION

JOB TITLE: Billing Clerk (P/T)

POSITION TYPE: Administration

REPORTS TO: Director of Employment/ Non-Residential Department

DIRECTLY SUPERVISES: N/A

GENERAL SUMMARY: The Billing Clerk position is responsible for maintaining all Employment records for processing of billing. In addition to the following tasks listed in essential functions, the clerical/Billing should be well versed in all bookkeeping tasks, and be prepared to assist the Director of Employment when necessary.

ESSENTIAL FUNCTIONS:

- Record time and attendance for employment coordinators
- Assist with data entry on budgets and cost reports
- Print and collate budgets, cost reports and other as required
- Assist with Updating Distribution of information to fiscal A/R

QUALIFICATION STANDARDS:

- Good organizational skills
- Flexible, and able to switch from one task to another as priorities change
- Accounts payable bookkeeping experience
- Ability to prepare reports, organizational skills.
- Computer knowledge; Microsoft office business and experience in Excel program

JOB REQUIREMENTS:

- Education requirements as governed by regulations
- Valid U.S. Drivers License and able to be insured on company policy
- Not Telecommuter qualified