



## SISTERS OF ST. FRANCIS, SYLVANIA, OHIO

<b>POSITION DESCRIPTION:</b>	Bookkeeper
<b>DATE:</b>	January 1, 2022
<b>SUPERSEDES:</b>	n/a – new position
<b>REPORTS TO:</b>	Senior Staff Accountant
<b>CLASSIFICATION:</b>	Part-time; Non-Exempt
<b>SUPERVISES:</b>	n/a

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**GENERAL SUMMARY:** Perform cash receipts procedures; maintain various files and spreadsheets relating to Sisters of St. Francis' salaries, benefits, sub-accounts and living situations; maintain Sisters' health insurance and social security records; assist in problem resolution on Sisters' medical bills. This person is the main point of contact in the Finance Office for Sisters.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Promote the values of the Sisters of St. Francis (SOSF) by demonstrating behaviors supportive of a commitment to reverence, service and stewardship, including respect and involvement, teamwork, open and effective communication, and efficient and effective resource use. Adhere to SOSF policies, procedures and objectives. Exhibit professional attitude in attire, workspace and interpersonal communications.
2. Record all checks/cash/electronic transactions for both SOSF and SOSF Foundation. Assign general ledger accounts, prepare deposits and reports. Maintain files with supporting documents. Keep Senior Staff Accountant and Finance Director aware of cash balances.
3. Oversee Sisters' sub-accounts including processing daily transactions as needed, open/close sub-accounts as appropriate, post monthly sub-account activity, generate and distribute monthly reports, year-end closing procedures, maintaining updated listing of sub-account budgets.
4. Maintain files and database of information relating to Sisters' salaries and employer-provided benefits. Reconcile Sisters' paychecks received with compensation agreement on file.
5. Maintain listing and files of Sisters' housing leases.
6. Assist in enrolling Sisters in various health insurance coverages (Medicare, Medicaid, AARP, etc.). Maintain Sisters' health insurance files including copies of health cards, EOB's, medical bills, etc. Assist Sisters in resolving medical bill issues.
7. Maintain detailed listings of Sisters' SSA and SSI eligibility and amounts. Assist with SSA/SSI enrollments.
8. Resolve SOSF credit card issues, open/close cards.
9. Perform petty cash function.

10. Perform other duties as assigned.

**SKILLS AND ABILITIES REQUIRED:**

- Excellent communication and interpersonal skills to respond to questions from internal and external contacts in a pleasant, friendly and professional manner.
- Ability to handle sensitive information in a confidential manner.
- Organizational skills and good judgment to prioritize workflow and maintain files; ability to handle pressure of deadlines.
- Initiative, good judgment and team player mentality.
- Excellent analytical and problem-solving skills.

**WORKING CONDITIONS:**

Normal office environment with frequent disruptions and deadlines.

**QUALIFICATIONS:**

- Minimum of five years of experience in accounting/bookkeeping or similar position.
- Experience with medical and government benefits preferred.
- Associates degree in business preferred.

To apply, please send current resume to Jenifer Belt, Chief Operating Officer and General Counsel for the Sisters of St. Francis of Sylvania, Ohio, at [jbelt@sistersosf.org](mailto:jbelt@sistersosf.org).