

Employment Opportunities

EO-437

April 15, 2024

“Employment Opportunities” (EO) is a job clearinghouse for non-profit organizations. A one-time listing in Positions Available for LeadingAge Wisconsin members/subscribers is \$50 for a direct reply and \$75 for a blind ad. The fee for non-members for a onetime listing in Positions Available is \$100 for a direct reply and \$125 for a blind ad.

Employment Opportunities are typically included in our *Member Updates* newsletter. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at:

www.leadingagewi.org/services-education/employment-opportunities.

EO-1028 Senior Accountant – Wauwatosa, Wisconsin

The mission of the Order of St. Camillus is to serve the needs of the poor, sick and elderly, both locally and worldwide. In Wisconsin, the Order operates a large Life Plan Community in Wauwatosa, a suburb of Milwaukee.

We are seeking an experienced Accountant to help us fulfill our mission, including:

- Review daily cash, making necessary entries and updating cash on hand spreadsheets.
- Together with the VP-Finance, maintain the integrity of the general ledger
- Responsible for accurate input of charges and credits into the billing system, and for filing claims to Community Care as needed for Memory Care.
- Back up for Jesuit and Assisted Living billing and for cash receipts.
- Prints invoices in Print Smith, and completes month-end reporting
- Responsible for aging follow up for St. Camillus printing and graphics
- Ensures the accuracy of electronic time clock system for each payroll
- Checks eligibility for benefits as requested (i.e. PTO and Holiday)
- Verifies the input of electronic time in the payroll system and performs any changes, edits, deletes manually as needed
- Processes, biweekly payroll and sends the direct deposit file
- Reviews cash deposits and prepares related journal entries
- Performs account reconciliations and processes adjusting journal entries
- Maintains entrance fee information for our billing companies and reconciles at month end
- Completes departmental financial statements
- Assists in the audit preparations and process as needed
- Work closely with other members of the finance team to ensure the efficiency and compliance of the facility's financial operations
- Stay up-to-date on accounting best practices
- Maintain a master file of pertinent documents, ensuring that general ledger and billing records are complete and accurate.

Requirements:

- Bachelor's degree in accounting or a related field or Equivalent
- Excellent communication and interpersonal skills
- 5+ years of experience in an accounting role in a healthcare setting
- Extreme accuracy and attention to detail
- Ability to maintain and safeguard confidential information
- Proven ability to work in a team based environment
- Ability to interact tactfully with vendors and department managers/directors.
- Strong analytical and problem-solving skills
- Proficient in Microsoft Excel, Word, and PowerPoint
- Ability to work under pressure and meet deadlines

We offer excellent salary/benefits package including: generous paid time off, retirement plan with employer match, health/dental/vision insurance, tuition reimbursement and much more!

Learn more and apply at: <http://www.stcam.com/careers>