



EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is one of the largest social services agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 400 dedicated employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Billing/Payroll Coordinator

Department: Homecare

Reports to: Director

Hours: Full-time

Responsibilities:

- Maintain all billing invoices, examine denials and re-submit for payment.
- Prepare spreadsheets and reports monthly pertaining to billing.
- Process electronic Guildnet Billing on a weekly basis.
- Prepare and distribute payroll on a weekly basis for home attendants and administrative staff; this includes entering all deductions and taxes, as well as calculating time and leave benefits.
- Complete employment and income verifications for home attendants.
- Oversee accounts payable function.
- Process approved vouchers and submit to Finance.
- Document management and filing.
- Submit monthly report to U.S. Department of Labor on salary and hours worked information for home attendants.
- Additional duties as assigned.

Qualifications:

- Demonstrated billing and payroll experience; degree in Accounting or related field a plus.
- Demonstrated general accounting skills.
- Strong computer skills essential, especially in Microsoft Excel and Word, as well as accounting software.
- Excellent written and verbal communication skills and organizational skills essential.
- Bilingual (English/Spanish) preferred.

To Apply:

Please send Cover Letter, Resume, References, and Salary Requirements to:

hr@unionsett.org

Please indicate Billing/Payroll Coordinator in subject of e-mail.

Resumes without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER