



# JOB NOTICE

Date: May 24, 2019

Closing: June 7, 2019 or until filled

APPLICATION PROCEDURES: Send letters of intent and resume via INDEED or to HR., Box: Bookkeeper, COMPASS, 535 Marmion Avenue, Youngstown, Ohio 44502.

**Department:** Fiscal/Guardianship

**Title:** Guardianship Bookkeeper

**Shift:** Monday- Friday day turn

**Salary:** Comprehensive full-time benefit package and Competitive salary based upon experience.

## Duties and Responsibilities

### Bookkeeping Duties:

- Perform the receipts function for all wards, including preparation of bank deposits.
- Perform the disbursements function for all wards, including processing bills, printing checks, and contacting creditors as needed regarding status of bills
- Complete reconciliations for all guardianship bank accounts.
- Open and close all bank accounts for Guardian of Estate at Home Savings Bank. Communicate with bank Manger regarding the waiving of unnecessary fee's on behalf of the wards.
- Complete partial, annual, and final accountings for all wards, including computation of guardian's compensation within required court time lines.
- Review and organize tax data for all wards, and process payments for federal, state and local tax returns as required.
- Do monthly billing and tracking for Title III and Levy funds for Area Agency on Aging.
- Keep track of fronted costs and repayment of Compass funds on behalf of wards.
- Maintain all banking transactions in Quicken including documenting additional assets and Nursing Home Debts indicated on Estate Inventory.

### Other responsibilities related to Guardianship Program Services

- Meet monthly with each Guardian to review financial aspects of the bookkeeping requirements to manage ward assets.
- Update client records via Bookkeeper case notes to provide up to date information on the bookkeeping activities performed in accordance to Guardianship Estate reporting requirements.
- Arrange for fronted cost of bond in Guardianship of Estate cases when required by the court. Ensure bonds are renewed, reduced as needed, discontinued as needed and a refund request issued if appropriate.

### Miscellaneous:

Attend various meetings as assigned.  
Light filing duties  
Complete other duties as assigned by supervisor.

### Qualifications:

**Education/experience:** Associate degree in accounting or a related field preferred. Minimum of 2-3 years of relevant accounting or bookkeeping experience is required.

**Technology:** The capacity to use and understand current information technology to include Microsoft Office applications (Outlook, Word, Excel) etc.; mobile computing devices; clinical/programmatic information systems software.

**Miscellaneous requirements:** Criminal background check; Pre-employment drug screen; if applicable to the position requirements: Clear driving record, TB test, Mini-Physical and First Aid/CPR.

**Interpersonal/Human Relations Skills:** Directive Leadership skills based on specialty expertise to assure quality standards and procedures are met and adhered to. Ability to work in fast paced environment with multiple, simultaneous projects. Ability to adapt to varied situations. Strong personal and organizational skills and the ability to work independently. Reliable transportation. Strong communications skills that are technically oriented to bookkeeping tasks.

**Non-Exempt:** Eligible for over time

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED  
THROUGH AFFIRMATIVE ACTION  
EOE-M/F/H including persons with disabilities and veterans