



Central Data Services
60 Blvd. of the Allies, 5th Floor
Pittsburgh, PA 15222-1219
Phone (412) 201-2242
Fax (412) 201-2250
**Employee Benefit Plan
Administration**

Accounting Coordinator – Downtown Office, Pittsburgh, PA

Central Data Services, Inc. is the largest locally-owned and operated employee benefit services firm in the greater Pittsburgh area. We are seeking candidates interested in working in a fast-paced environment specializing in health benefit administration and client and customer service to fill a full-time Accounting Coordinator position.

The Accounting Coordinator assists the accounting department in the processing and recording of everyday client-member activity in order to generate accurate, organized and quantifiable records while simultaneously complying with all established HIPAA guidelines.

ESSENTIAL JOB FUNCTIONS

- Posting of member payments including daily deposits, ACH files, and pension deductions and ensuring they are recorded to the appropriate client account
- Accounts Payable: entering and paying carrier invoices for client accounts
- Processing refunds for overpaid member accounts, transfer of funds to correct accounts, and recording and processing NSF's
- Processing NSF's reports on members that payments did not clear and reverse out payments from client accounts
- Processing death benefit check requests for beneficiaries of deceased members
- Reconciling bank statements for claims accounts, research processing discrepancies
- Perform other tasks and projects assigned by manager

NON-ESSENTIAL JOB FUNCTIONS

- Auditing of ACH, Part B forms, and batch reports for incoming customer payments ensuring accurate postings to the correct accounts. Reporting any errors on postings to supervisor for corrections
- Data entry projects
- Filing as needed
- Preparing files for new year by making folders, labels, and auditing prior filing for accuracy before sending to offsite storage facility.

PHYSICAL REQUIREMENTS

Repetitive motions including operating a computer

Must be able to remain stationary at a desk for long periods of time

Must be able to transport paper files of up to 20 pounds

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High school diploma required; Bachelor's degree preferred

At least one year of experience working in related field required

Knowledge of Quickbooks preferred and Microsoft Office including Excel, Outlook, and Word required

This is a full-time, non-exempt position. Working hours are M-F, 9:00 am – 5:00 pm. This position offers health benefits and 401k with a great opportunity for learning and career advancement.

All interested candidates are encouraged to apply directly through the company website at www.cdsadministrators.com.