

# Child and Family Services of the Upper Peninsula, Inc.

706 Chippewa Square Suite 200 Marquette MI 49855 [www: cfsup.org](http://www.cfsup.org).

*Child and Family Services of the Upper Peninsula, Inc., posts positions as they become available. Thank you for your interest in our organization.*

**POSITION** Accounting Assistant

**Description** Provides report writing, editing and proofing; and, billing and statistical support for the Child Welfare Program. Non-exempt hourly position; reports to the Administrative/Finance Manager.

**Requirements** Child and Family Services is seeking a highly motivated individual who meets the following criteria:



1. Associate Degree.
2. One to three years experience in accounting and general office duties.
3. Excellent computer, calculator, oral, written, and interpersonal skills.
4. Demonstrated ability to resolve problems and handle complaints or requests.

## Responsibilities:

- Prepare billings for Foster Care, Adoption, and Relative Foster Home Licensing; submit appropriate paperwork to the agency's contractors for payment.
- Maintain organized billings and payments filing system.
- Reconcile payments for Foster care, Adoption, and Relative Foster Home Licensing.
- Maintain BASP receivable system in Procure, inputting daily enrollments and payments.
- Prepare BASP weekly billings and follow-up on outstanding bills.
- Work with Administrative/Finance Manager to ensure reconciliation of BASP receivable to ledger.
- Assist in agency and program audits.
- Serve as backup to Accounting Specialist.
- Other tasks and duties as assigned.

## Application Process

Applications will be accepted until 02/20/2010, at which time applicant screening will begin.

To apply, please send resume and cover letter to:

**Laurie Sullivan, Admin/Finance Manager**  
Child and Family Services of the U. P., Inc.  
706 Chippewa Square, Suite 200  
Marquette, MI 49855

**or**

By e-mail to:  
[lsullivan@cfsup.org](mailto:lsullivan@cfsup.org)

By fax to:  
**906-228-2153**

Visit [www.cfsup.org](http://www.cfsup.org) for  
information about our  
agency and services.

*Child and Family Services (CFS) is a private Social Services Agency with services throughout Michigan's Upper Peninsula. It is a not-for-profit, non-sectarian agency with a continuous history dating back to 1919. The wide range of services provided fall under the headings of Prevention and Child Welfare. Funding is through private, state and federal grants plus local fund-raising. Headquarters are in Marquette, Michigan, near beautiful Lake Superior, with satellite offices in Houghton, Sault Ste. Marie, and Iron Mountain. Marquette is also home to Northern Michigan University, and Marquette General Health Systems; both are major employers in the region.*