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Department	Membership
Job Title	Billing Specialist-Membership
Reports To	Program Director-Member Engagement
Job Description	<ul style="list-style-type: none"> • Manages the membership operating system (DAXKO) utilizing all facets of the billing system to ensure accurate billing is established and payment plans are monitored. • Maintains records related to financial assistance and ensures proper registration of members receiving assistance. • Provides quality control of data in DAXKO system to provide accurate information for statistics, marketing and membership accuracy. • Ensures quality control of program participant information in program sessions for report generating purposes. • Generates appropriate weekly/monthly reports for membership registration and billing including the management of outstanding accounts receivable and collections. • Compiles program statistics including new member, retention and cancelation numbers. • Attends meetings as required (weekly/monthly, etc.) to maintain communication with Program Director-Member Engagement and Executive Director. • Performs other duties as assigned and in accordance with the planned Chart of Work.
Location	425 S 15 th Street, Allentown, PA 18102
Hours Per Week	20-29
Status	Part -Time
Educational Requirements or Experience Required	Associates Degree Preferred (Bilingual-Spanish-preferred)
Respond To	Please email the Greater Valley Y Employment Application to: jodipetrozak@qv-ymca.org or submit to Welcome Center. Open until the job is filled.
Date Posted	March 21, 2019

Equal Opportunity Employer

GREATER VALLEY YMCA
ALLENTOWN BRANCH
 425 S 15th Street, Allentown, PA 18102
 P 610-351-9622 W gv-ymca.org