



POSITION DESCRIPTION

Position Title: Accounting Assistant

Department: Administration

Reports To: Finance Director

Status: Non-exempt

SUMMARY

The individual will provide support for the accounting functions of the Health Center.

DUTIES & RESPONSIBILITIES

- Conduct reconciliation of general ledger accounts at month end
- Complete reconciliation of bank statements
- Communicate with Human Resources on benefit reconciliation details
- Administer unclaimed property procedures
- Compiles supporting documents for journal entries on a monthly basis
- Manage Health Center donation acknowledgements and non-cash donations, with journal entry as appropriate
- Maintain work area in neat orderly and organized manner
- Promote the mission, vision, and values of the Health Center in all interactions
- Report to work as scheduled
- Other duties as assigned

QUALIFICATIONS

The individual must respect the confidentiality of patient and clinic information while performing job duties and establish and maintain effective working relationships with patients, employees and public. The individual must also possess a strong knowledge of accounting processes. Possessing problem solving skills and being able to work without constant supervision

EDUCATION and/or EXPERIENCE

The individual must have earned a high school diploma or equivalent. An Associate's degree in the field of Accounting is preferred, but not required.

COMMUNICATION SKILLS

The individual must possess strong oral and written communication skills and the ability to speak effectively before groups of customers or employees of organization. Bilingual skills (Spanish/English) are helpful, but not required. The individual must communicate with patients, families, communities, other health professionals and co-workers in a responsive and responsible manner to support a team approach to the

maintenance of health and the treatment of disease. Engage others, appropriate to the specific care situation, in shared patient-centered problem solving. Be comfortable addressing financial issues in the healthcare environment that may potentially be stressful at times for one or both parties

COMPUTER SKILLS

The individual must possess the knowledge of Microsoft Word and Excel and the ability to learn Sage MIP.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may require sitting or standing for very long periods of time; also stooping, bending and stretching
- Occasionally lifting 25 pounds or more
- Requires manual dexterity sufficient to operate a keyboard, telephone, copier and other such equipment
- Specific vision abilities required by this job include close vision, color vision and ability to adjust to focus

WORK ENVIRONMENT

Work is performed in a general clinical setting. Interaction with others is frequent and interruptive. Work may be stressful at times. The noise level in the work environment is usually moderate. Work hours include some evenings and otherwise are generally during normal business hours and average no more than 40 hours a week for full-time employees, 32 hours a week for limited full-time employees and less than 31 hours for part-time employees.

ACKNOWLEDGEMENT

This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature
cc: Personnel file; Employee

Date