



## **FINANCE ASSISTANT JOB DESCRIPTION**

The Santa Cruz Community Health Centers (SCCHC) began as a women's health collective in 1974 with the mission to improve the health of our patients and the community and advocate the feminist goals of social, political, and economic equality. Now, 40 years later, we serve that same mission as a nonprofit Federally Qualified Health Center operating two separate sites: the Santa Cruz Women's Health Center in downtown Santa Cruz serving women and children; and our new East Cliff Family Health Center in Live Oak, serving everyone.

The SCCHC has a diverse patient population and an engaging and friendly work environment. Our caring and committed staff works as a team to fulfill our mission so that all of our patients have access to comprehensive, quality health care.

**POSITION SUMMARY:** The Finance Assistant is responsible for Deposits, Credit card reconciliations, Revenue recognition, audit schedules, filing, Contracts, and performs other finance functions. The Finance Assistant provides support to the Finance department and Billing department, and works under the supervision of the Controller. Responsibilities include, but are not limited to, the following:

- Organizes and maintains filing system electronically and physically.
- Courteous Request information from ordering managers regarding their credit card charges.
- Performs general ledger and balance sheet reconciliations at month end ,and for annual audit.
- Gathers and prepares bank deposits and enters deposits in accounting system.
- Reconciles monthly credit card statements.
- Maintains contracts information update.
- Contributes to team effort by accomplishing related results as needed.

### **COMPETENCIES (Excerpt)**

#### **Job Expertise**

- Demonstrates knowledge and use of finance, billing and accounting procedures and policies and applicable rules and regulations set forth by GAAP.
- Effectively gathers and uses information, procedures, materials, equipment and techniques, etc., required for job

#### **Customer Service**

- Provides patient-centered customer service at all times



- Demonstrates the ability to anticipate patients' needs and deliver services and respond to patients in a timely, accurate, courteous, respectful and friendly manner

### **Communication Skills**

- Oral and written communication is clear, concise, accurate, positive and respectful
- Checks work related email and mailbox on a daily basis

### **Teamwork/Interpersonal Skills**

- Dealings with others are characterized by fairness, courtesy, diplomacy, honesty, firmness, empathy and confidence
- Demonstrates a positive attitude, flexibility and the ability to develop effective relationships by helping others accomplish tasks and using collaboration and conflict resolution skills

### **Judgment/Problem Solving**

- Uses critical thinking and common sense to analyze situations, make timely and valid decisions, and take appropriate actions
- Demonstrates good judgment in making decisions

### **Reliability**

- Completes all assigned duties in an accurate, timely and efficient manner
- Arrives to work on time and maintains attendance
- Meets established schedules and deadlines

### **MINIMUM QUALIFICATIONS**

- Five year experience with accounting -month end close procedures
- Experience with financial audits
- Experience with QuickBooks and MIP Abila software
- Experience with and ability to perform, precise, detailed work
- Customer service experience and skills
- Knowledge of or interest in women's health

### **DESIRABLE QUALIFICATIONS**

- Degree in Accounting preferred
- Experience with month end close and annual audit procedures
- Advanced Knowledge of excel
- Familiar with MIP ABILA fund accounting
- Local candidates preferred

### **SALARY AND BENEFITS**



This is a full-time position, commensurate based on experience. Competitive benefits package. Paid time off and paid holidays accrue from date of hire. Employer subsidized group health, dental and life insurance after 30 days of employment with a satisfactory review. Employer sponsored 2% retirement match.

### **APPLICATION PROCESS**

To apply, complete employment application. Download employment application at [www.schealthcenters.org/Careers](http://www.schealthcenters.org/Careers). Submit application and current resume with letter of interest not to exceed two pages to Human Resources. No phone inquiries, please.

THE SANTA CRUZ COMMUNITY HEALTH CENTERS IS AN EQUAL OPPORTUNITY EMPLOYER