



## **FINANCE ASSISTANT JOB ANNOUNCEMENT**

Santa Cruz Community Health (SCCH) 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, over 45 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 the East Cliff Family Health Center in Live Oak, serving everyone.

SCCH 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 our patients have access to comprehensive, quality health care.

### **POSITION SUMMARY:**

The Finance Assistant (FA) is responsible for Accounts Receivable and Inventory Management. The FA gathers and prepares bank deposits, reconciles monthly credit card statements, monthly deposits, grant payments and donations, and maintains grants information up to date. The FA Specialist is responsible for meeting inventory goals, managing the inventory tracking system, and directing the purchasing process within the organization. As a member of the Finance Team, the FA participates in department meetings, and supports change efforts and continuous improvement processes within the department.

**Classification:** Temporary, Full-time, Non-exempt  
**Reports to:** Accounting Supervisor

**Location:** Administration  
**Hours:** 8:00AM-5:00PM

### **CORE JOB RESPONSIBILITIES:**

#### **ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO :**

##### **Accounts Receivable**

- Present monthly deposit reports
- Reconcile deposits and donations and accounts receivable to the general ledger
- Process all credit card payments and cash receipts
- Document receipts and ensure recording and reporting procedures are followed as established
- Collect payments from clinics according to Month-End Procedures
- Prepare schedules for annual financial audit

##### **Inventory Control & Management**

- Conduct initial, periodic, quarterly and annual physical inventory count at all three locations
- Track inventory levels and ensure adequate supplies
- Create inventory control procedures and manage the purchasing process for new and replacement items
- Track, control and periodically report fixed asset and non-fixed asset inventory levels and shortages
- Conduct analyses as needed to forecast inventory needs and shortages
- Develop and support best practices procedures for inventory and purchase requests

- Interact directly with staff and managers regarding inventory and purchasing needs

**GENERAL JOB PERFORMANCE STANDARDS:**

**KNOWLEDGE OF WORK** - Posses and utilizes knowledge of the job which is essential to perform the specific functions and related work.

**QUANTITY OF WORK** - Accomplishes an appropriate volume of satisfactory work under normal conditions. Ability to produce results.

**QUALITY OF WORK** - Consistently demonstrates accuracy, thoroughness, neatness and dependability to produce work within acceptable standards.

**TIMELINESS** - Completes assignments on or ahead of schedule.

**ABILITY TO LEARN NEW DUTIES** - Interprets, learns and responds to instructions for new situations, procedures or methods.

**JUDGEMENT and COMMON SENSE** - Decisions/actions are sound, including safety awareness.

**COOPERATION** - Willing to work with others toward common goals.

**COMMUNICATIONS** - Demonstrates relevance and clarity of written and oral expression. Effectiveness in exchanging ideas and information.

**INITIATIVE** - Ability to originate, develop or create new ideas or take steps to get things done.

**PROBLEM SOLVING** - Identifies and evaluates alternate solutions and selection of the most appropriate course of action.

**ATTENDANCE and PUNCTUALITY** - Shows daily ability to be at work at scheduled time, including being prepared to work on time after breaks, meal periods, and other authorized absences from work.

**QUALIFICATIONS**

**Minimum Requirements:**

- Three years' experience with A/R and inventory control of management.
- Familiarity with A/R processes and procedures, inventory control and purchasing processes.
- Requires a general understanding of basic accounting principles, cash handling and credit card payment processing.
- Experience with MIP Abila software.
- Understanding of audit procedures.
- Strong attention to detail and accuracy.

**Preferred Qualifications:**

- Related AA Degree in Accounting or Business, Bachelor's Degree preferred.
- Experience working in a non-profit setting desirable, FQHC preferred.
- Experience with month end close and annual audit procedures.
- Advanced Knowledge of excel.
- Familiar with MIP ABILA fund accounting.
- Experience working with MS Office, Microix or other inventory systems and processes.

**WORK CONDITIONS**

Working conditions described 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 qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

### **SALARY AND BENEFITS**

SCCHC offers a competitive salary. This is a temporary full-time, hourly, non-exempt position. Employment is estimated to last 6 months with a possibility of extension depending on department needs. This position is not benefits-eligible however we do offer a health insurance stipend and an automatic enrollment in our 401K retirement plan plus an employer match.

### **APPLICATION PROCESS:**

To apply, download our employment application on the Careers page of our website; [www.schealthcenters.org](http://www.schealthcenters.org). Submit the application and current resume with letter of interest Human Resources. No phone inquiries, please.

**THE SANTA CRUZ COMMUNITY HEALTH CENTERS IS AN EQUAL OPPORTUNITY  
EMPLOYER (W/M/V/D).**