



FINANCE SPECIALIST 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, more than 45 years later, we serve that same mission as a nonprofit Federally Qualified Health Center operating three separate sites: the Santa Cruz Women's Health Center in downtown Santa Cruz serving women and children; the East Cliff Family Health Center in Live Oak, serving everyone; and the Santa Cruz Mountain Health Center providing easier access to care for our patients in the San Lorenzo Valley.

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 Specialist (FS) should have knowledge of all accounting functions from basic bookkeeping through general ledger, month-end, and year-end reconciliation of financials, Accounts Receivable and Accounts Payable functions. 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: Full-time, Hourly, Non-exempt
Reports to: Accounting Manager

Location: Administrative Office
Hours: 8:30AM-5:00PM

JOB RESPONSIBILITIES:

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO :

- Assist in month end closing activities.
- Enter month -end journal entries in MIP accounting system related to payroll in conjunction with the Accounting Manager.
- Enters revenue in MIP and prepares monthly reconciliation report related to GL.
- Monitors and enters ACH/wire payment in MIP accounting system.
- Prepares and sends health benefit invoices to employee(s) that are on leave.
- Monitors and reconcile FSA employee account and employee hardship loan offered by the employer and outside lender.
- Assist in reconciling discrepancies in Microix inventory system.
- Manage credit card entries, reconciliations, and proper job costing.



- Monitor and facilitate Expensify credit card system.
- Reviews check register and front office deposits.
- Monitor and process incoming mails.
- Deposits checks to the preferred checking account using an electronic business deposit capture system.
- Monitors contracts and expenses for compliance.
- Monitors insurance coverages and payment.
- Monitors Loan forgiveness, enter journal entries and issue 1099C at calendar year end.
- Prepares and process property tax statements.
- Prepares annual financial audit schedule.
- Other task assigned.

COMPETENCIES:

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:**

- Accounting Degree or background, with minimum 3-year experience preferred.
- Familiarity with month end procedures, A/R processes & procedures and inventory control.
- 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 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 qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

SALARY AND BENEFITS

This is a full-time, hourly, non-exempt position with a pay range of \$36.06 – \$37.02 per hour. Competitive compensation & benefits package are available to staff working at least 20 hours per week. Paid time off and paid holidays accrue from date of hire. Employer subsidized group health, dental, vision and life insurance plans the first of the month after 30 days of employment. Automatic 2% enrollment in an Employer sponsored 401K plan with a 2% retirement match.

APPLICATION PROCESS:

To apply, complete employment application. Download employment application on our [Careers page](#). 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 (W/M/V/D).