



GENERAL ACCOUNTANT JOB ANNOUNCEMENT

Santa Cruz Community Health (SCCH) is a multi-site, Federally Qualified Health Center (FQHC) serving Santa Cruz County residents. 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, 50 years later, we serve that same mission at our three clinic sites: the Santa Cruz Women's Health Center in downtown Santa Cruz serving women and children; the Live Oak Health Center serving everyone; and the Santa Cruz Mountain Health Center providing appropriate and expanded access to care for our patients in the San Lorenzo Valley.

Driven by our commitment to health care as a human right, SCCH is a leading non-profit provider offering comprehensive health services to our patients, regardless of their ability to pay. We have been recognized in the community as a leader in delivering high-quality, innovative care, and we are active in local, state, and national advocacy work that empowers our patients and community to be healthy, happy, and successful.

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 quality, whole-person health care.

POSITION SUMMARY:

The General Accountant (GA) is responsible for processing all grants, donations, patient's payments and other funds received by the agency and back-up & support on processing biweekly payroll. The GA reports directly to the Accounting Supervisor. As a member of the Finance Team, the General Accountant participates in department meetings and supports change efforts and continuous improvement processes within the department.

Classification: Full-time, Hourly, Non-Exempt

Reports to: Accounting Supervisor

Language Requirements: English

Location: Administrative Office

Hours: 8:30AM - 5:00PM, Mon-Fri

Pay Range: \$37.14 - \$39.78 per hour, DOE

CORE JOB RESPONSIBILITIES:

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

- Back up and support on processing bi-weekly payroll.
- Assist in processing payroll manual checks.
- Sends daily banking report to Billing Department for patient's collection.
- Enter the prior day banking transactions on MIP daily.
- Prepares and process daily deposit check and front office deposit log.
- Process checks online deposit using business captures machine from the bank.



- Processes all credit card donations using a secure credit card portal.
- Prepares monthly patients report and reconciles twice a month with the Billing & Collections Manager.
- Enters and reconciles monthly patients' revenue on MIP.
- Prepares monthly revenue reconciliation report.
- Meet and reconcile grants and donations received with Grants department monthly.
- Provide copies of patient's payments and donation receipt to appropriate department.
- Prepares grants monthly reconciliation report.
- Maintains grantors contract and award letter.
- Analyze funds received are in accordance with the contract and or award letter.
- Maintains and monitors grants received against expenses.
- Invoices partners, tracks and records payments.
- Analyze and prepare monthly aging AR report.
- Prepares annual financial audit schedule.
- Other tasks assigned.

BENEFITS:

We offer a remarkable benefits package designed to support your well-being and work-life balance! Enjoy competitive compensation and a comprehensive benefits suite for those working 20+ hours per week, including employer-subsidized health, dental, vision, and life insurance plans, plus optional pet insurance and supplemental coverage; coverage kicks in the first of the month after 30 days of employment. From day one, you'll accrue paid time off, have paid holidays, and a 2% automatic 401K enrollment with a 2% company match. You'll also benefit from access to a wellness reimbursement program, a telecommuting stipend when applicable, Plus, we cover license and certification fees. Celebrate with us at monthly staff events and bi-annual company-wide celebrations and take advantage of ongoing training opportunities.

QUALIFICATIONS:

Minimum Requirements:

- Three years' experience with A/R and month end close.
- Familiarity with grants processes and procedures is a plus.
- Requires a general understanding of payroll processing.
- Experience with MIP Abila software
- Understanding of audit procedures
- Strong attention to detail and accuracy

Preferred Qualifications:

- Bachelor's degree in accounting 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
- Familiar with ADP Workforce Now
- Experience working with MS Office, Microix or other inventory systems and processes

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