



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, 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.

In December 2022, the East Cliff Family Health Center changed locations in Live Oak and moved into a brand-new space offering an integrated, state-of-the-art health and housing campus. SCCH continues to provide medical, behavioral health, and specialty care with a focus on pediatrics. The campus addresses a triple goal of increasing access to healthcare, growing affordable housing, and creating economic opportunity. Partners in the project are Santa Cruz Community Health, Dientes Community Dental Care, and MidPen Housing.

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 is responsible for maintaining corporate credit cards, admin & patient's funds and assists in maintaining Microix inventory system. A Finance Assistant should have a basic knowledge of accounting functions.

Classification: Full-time, Hourly, Non-Exempt

Reports to: Accounting Manager

Location: Administrative Office

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

CORE JOB RESPONSIBILITIES:

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO :

- Retrieves mails from the post office. Receive and send off inter-office mail with the courier
- Send old files to storage, maintain control list, and send in request to be shredded when due
- Reconcile petty cash and patient fund, request for reimbursement and coordinate replenishment of fund to the clinic staff
- Monitor CME balances
- Reviews employee CME reimbursement prior to payment
- Assist General Accountant in maintaining Microix inventory system
- Responsible for collating packing slips and/or receipt documentation from the clinic to make sure that orders have been received prior to payment



- Assist in depositing funds to agency's designated bank account
- Monitors and enters all corporate credit card charges in MIP accounting system
- Monitor and facilitate Expensify credit card system
- Performs general ledger account reconciliations for corporate credit card
- Prepares annual financial audit schedule
- Other duties assigned

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 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 \$27.24 – \$30.74 per hour, DOE. Competitive compensation and 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, download our employment application on our [Careers page](#). Submit application and current resume with letter of interest Human Resources. No phone inquiries, please.

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