



FINANCE ASSISTANT 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 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

Language Requirements: English

Location: Administrative Office

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

Pay Range: \$27.24 - \$30.74 per hour, DOE

CORE JOB RESPONSIBILITIES:

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

- Maintains and monitors contracts.
- Works closely with Accounts Payable Specialist to review payment in accordance with the contract.
- Retrieves mails from the post office.
- Archives old files to storage, maintains control list, and contacts our vendor when document needs shredding.
- Assist in monitoring and tracking inventory items and depreciation of fixed assets in the WASP inventory system.



- Assists in the annual inventory, tagged, and enter all new inventory in WASP inventory system.
- Deposit funds to agency's designated bank account.
- Prepares daily deposit check and front office deposit log.
- Maintains and reconciles Admin petty cash.
- Assist in monitoring CME expenses.
- Assist in grants monitoring.
- Prepares annual financial audit schedule.
- Other duties assigned.

BENEFITS:

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.

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

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