



FINANCE SPECIALIST 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 Specialist is knowledgeable, experienced, and will assist with all accounting functions from basic bookkeeping through general ledger, month-end, and year-end reconciliation of financials, Accounts Payable and Accounts Receivable functions.

Classification: Full-time, Hourly, Non-Exempt

Reports to: Accounting Manager

Language requirements: None

Location: Administrative Office

Hours: 8:30am - 5:00pm, Mon-Fri

Pay Range: \$34.53 - \$38.63/hr, DOE

CORE JOB RESPONSIBILITIES:

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO :

- Prepares, review and process bi-weekly payroll.
- Process payroll manual check and other payroll related requests.
- Provides prompt services to employees who have questions regarding their pay and/or deductions.
- Prepares and sends health benefit invoices to employee(s) that are on leave.
- Process 401k and 457b payroll deduction to Principal after every payroll.
- Monitors employee loan hardship loan.



- Monitors and reconciles all accounts related to payroll and employee.
- Monitors and reconciles FSA employee account and employee hardship loan.
- Enters ACH/wire payment related to payroll in MIP accounting system.
- Assist in monitoring all government reports related to payroll including W2's.
- Assist in month end closing activities.
- Analyze and reconcile general ledger accounts monthly.
- Enters revenue in MIP and prepares monthly reconciliation.
- Assist in grants monitoring, received against expenses.
- Helps enter and maintain LLC entries.
- Monitor reconciliation processes by ensuring adequate controls are in place to support complete and accurate balance sheet account reconciliations.
- Monitor employee forgivable loan and process 1099C at year end.
- Assist in worker's compensation and 401K audit schedule.
- Prepares and process property tax statements.
- 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 Qualifications:

- Three-year experience in accounting and/or bookkeeping
- Experience with MIP Abila accounting system
- Experience with and ability to perform, precise, detailed work
- Customer service experience and skills
- Understanding of audit procedures
- Strong attention to detail and accuracy

Preferred Qualifications:

- Related AA Degree in Accounting or Business, Bachelor's Degree preferred
- Extensive experience with Accounts Payable functions
- Experience in an FQHC (Federally Qualified Health Center)
- Experience with month-end close
- Experience with financial audits
- Experience working with MS Office, MIP Abila, and other financial systems and processes.

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