



## 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 (FA) is responsible for maintaining and processing corporate credit cards, admin and patient's funds and assists in maintaining & tagging fixed assets inventory for all locations. The Finance Assistant reports directly to the Accounting Supervisor. A Finance Assistant should have a basic knowledge of accounting functions.

**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:** \$28.06 - \$31.66 per hour, DOE

### CORE JOB RESPONSIBILITIES:

#### ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

- Maintains Expensify Credit Card system
- Monitors, reconciles, and enters all corporate credit card transactions in MIP accounting systems
- Prepares daily deposit check and front office deposit log
- Deposits cash and checks to the agency's designated bank account
- Retrieves mails from the post office
- Monitors all incoming and outgoing mails to and from the admin office
- Assist in tagging fixed asset inventories for all locations
- Assist in annual inventory of fixed assets and reconciliation in WASP inventory system



- Maintains and monitors FSA/HRA employee contributions and expenses
- Maintains and monitors employee benefits invoices for the shared cost while on LOA
- Assist department in coordinating patients fund replenishment and other employee reimbursement
- Maintains and reconciles Admin petty cash
- Archives old files to storage, maintains control list, and contacts our vendor when document needs shredding
- Helps department in maintaining files (soft and hard copies)
- Provide support to the department as needed
- Prepares annual financial audit schedule
- Other duties 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 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

#### **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)**