



Position Description

Position Title: Finance Clerk
Department: Finance
Reports To: Chief Financial Officer
Status: Non-Exempt

Summary

The individual will provide support for the finance functions of the Health Center.

Duties & Responsibilities

- Process all purchase orders, ensure adequate internal controls over the purchase order system and maintain files in an orderly manner, including maintenance of electronic copies of invoices and statements
- Assist with yearly 1099 filing
- Verify accuracy of all accounts payable invoices received and communicate with vendors as needed
- Process all invoices into accounting software system and prepare vendor payments
- Process and mail all accounts payable payments within terms of contracts and agreements
- Research and produce reports on accounts and vendors when requested
- Post all receivables to the accounting system accurately and in a timely manner
- Process patient refunds from the Electronic Medical Records system
- Assist reconciliation of general ledger accounts at month end
- Process Journal entries at month end for staff accountant
- Process Payroll Journal from vendor to accounting software system
- Promote the mission, vision and values of the organization in all interactions
- Other duties as assigned

Qualifications

The individual must respect the confidentiality of patient information while performing job duties, establish and maintain effective working relationships with patients, employees and public.

Education and/or Experience

The individual must possess an associate's degree or equivalent from a two-year technical school; or one-year related experience and/or training; or equivalent combination of education and experience. A high school diploma or equivalent is required.

Communication Skills

The individual must possess strong oral and written communication skills and the ability to speak effectively before groups of customers or employees of an organization. Communicate with patients, families, communities, other health professionals and co-workers in a responsive and responsible

manner to support a team approach to the maintenance of health and the treatment of disease. Engage others, appropriate to the specific care situation, in shared patient-centered problem solving.

Computer Skills

The individual must have knowledge of and experience with Microsoft Word, Outlook and Excel, accounting software systems and the ability to learn MIP Abila functions.

Physical Demands

The physical demands 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 individuals with disabilities to perform the essential functions.

- Work may require sitting or standing for long periods of time; also stooping, bending and stretching
- Occasionally lifting 50 pounds or more
- Requires manual dexterity sufficient to operate a keyboard, telephone, copier and other such equipment
- Possesses sight and hearing senses to function adequately so that the requirements of this position can be fully met.

Work Environment

Work is performed in a general office setting. Interaction with others is frequent and interruptive. Work may be stressful at times. Work hours correspond to the hours that the health center is open, which include weekday business hours and exclude holidays and weekends. Occasional unscheduled overtime may be required. Community involvement is encouraged but not required.

As an organization committed to diversity and inclusion, Scenic Bluffs Community Health Centers provides equal employment opportunities to all employees and applicants for employment, encourages applications from historically underrepresented groups, and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Acknowledgement

This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date