

General Staff Accountant

Desert Senita Community Health Center is seeking a General Staff Accountant to join our team. Desert Senita Community Health Center is a Federally Qualified Community Health Center (FQHC), with 2 sites in Ajo and Arizona City.

The ideal candidate will have the following education and experience:

Individual must possess:

- Bachelor's degree in Accounting or Finance.
- Minimum two years of non-profit accounting or related relevant experience (accounting operations and/or audit).
- Strong technological skills are critical, particularly expertise with Microsoft Excel
- Strong time management, analytical skills, and ability to pay attention to detail.
- Demonstrated ability to communicate effectively both verbally and in writing
- Demonstrated ability for problem solving, decision making, and establishing effective rapport with personnel, patients, providers, employees, and the public
- Proficient in other Microsoft Office programs.
- Experienced with general accounting software programs.

The ideal candidate will also possess the following knowledge, skills, and abilities:

- Coordinate monthly closing of our EHR (Electronic Health Record) system to include; uploading all payments, record revenue and contractual adjustments in Accounting System. Work closely with the Billing Team to address reconciling items.
- Review and process Credit Card Expense reports and receipts submitted by cardholders monthly.
- Record monthly entries to include; accruals, amortization of prepaid expenses, doubtful account allowances, fixed assets depreciation, adjusting and reclassification journal entries, if needed.
- Perform general accounts analysis and reconciliations including; accounts receivable, bank statements, fixed assets, employer's benefit costs, prepaid expenses and payroll taxes.
- Maintain Fixed Assets in the accounting system.
- Maintain Retention Log.
- Maintain and Test Desk Procedures
- Assist with Financial Policy Review and recommend changes.
- Assist Controller with Month End Financial Statements, Analytical Reports, Annual Budget & Audit.
- Assist Controller with External Reports; UDS, Medicare Cost Report, and 330 Grant Continuation Budget.
- Backup duties include; processing accounts payable, payroll, and enter RX30 pharmacy payments.
- Protects patient and employee privacy, maintaining confidentiality at all times
- Maintains professionalism at all times
- Promotes excellence in customer service and patient care
- Other duties as assigned

For questions, please contact Human Resources at HR@desertsenita.org.

To apply, complete and submit our online application and upload your cover letter and resume at www.desertsenita.org.

As a condition of employment, DSCHC employees are required to qualify for an Arizona Level One Fingerprint Clearance Card

Desert Senita Community Health Center (DSCHC) will recruit, hire, train, and promote persons in all job titles without regard to age, color, disability, gender (including gender identity), marital status, national origin, race, religion, sex, sexual orientation, veteran status, or other status protected by applicable law. In addition, all personnel actions such as compensation, promotion, demotion, benefits, transfers, staff reductions, terminations, reinstatement and rehire, company-sponsored training, education and tuition assistance, and social and recreational programs will be administered in accordance with the principles of equal employment opportunity.