

Job Description
Sierra Family Health Center, FQHC
QuickBooks Bookkeeper

SUMMARY:

Under the general direction of the Chief Financial Officer, and within the framework of established policies and objectives, the Bookkeeper ensures the integrity of accounting information by recording, verifying, consolidating and entering transactions.

MAJOR DUTIES AND RESPONSIBILITIES:

- Posts payables according to CFO's review and general ledger identification. Prepares a list of outstanding balances and cuts the checks to be approved by the CFO and signed by the CEO.
- Posts all cash entries and reconciles with bank statements – to be reviewed and reconciled by CFO.
- Attends and participates in weekly/monthly staff meetings

QUALIFICATIONS:

Strong bookkeeping background

Thoroughness

Research Skills

General math skills

High degree of accuracy and attention to detail

Experience with Medical billing and accounting

Works well with a team

24 hours per week – pay based upon experience and education

Please forward a letter of interest, a completed job application and your resume to vknull@sierraclinic.org, or mail to P.O. Box 995, Grass Valley, CA 95945. Thank you.