

**POSITION DESCRIPTION**

**JOB TITLE:** Accounting/Administrative Assistant

**REPORTS TO:** Finance Director

**STATUS:** Non-Exempt (hourly)

**LOCATION:** Administration Office inDental Clinic

SCHS is a 90-100 employee, full-service, non-profit healthcare clinic serving the needs of the South Minneapolis community. This person reports to the Finance Director. Come make a difference in the lives of people every day while helping us achieve our mission: *To improve the health of our patients and communities by delivering exceptional care, removing barriers, and promoting healthy lifestyles.*

**ROLE:** This individual is responsible for handling all accounts payable duties, office supply inventory, and other accounting and office duties.

**JOB DUTIES:**

* Track annual continuing education expenses for Providers.
* Perform full cycle AP: create vendor records, review invoices for accuracy and enter invoices in accounting system, issue checks on a weekly basis and/or process payables through bank withdrawals or online payments. Maintain AP records including vendor files and amounts paid both in accounting system and backup files.
* Act as primary contact for vendors and resolve issues when necessary.
* Code credit card transactions to appropriate accounts, creating Journal Entries, and entering in accounting system.
* Deposit money to bank accounts when necessary.
* Responsible for ordering office supplies and office supply management including distributing boxes to appropriate staff upon arrival.
* Provides customer service to staff for all payables and purchasing related questions.
* Process Cash Receipts including bank deposits of checks, insurance deposits and grant deposits, enter in accounting system and prepare bank reconciliation for Accountant to complete.
* Perform monthly AP reconciliations and correct errors when necessary.
* Assist Finance Director and Accountant with month-end and year-end closing.
* Assist with other duties and responsibilities as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Confidence, professional judgment, and grace under pressure.
* Works well both independently and as part of a team.
* Exceptional communication skills.
* Flexibility--nimble in response to an evolving workload.
* Ability to exhibit good rapport with clients of varying ethnic backgrounds and socio-economic status.
* Maintains confidentiality of personal information.
* Excellent time management and organizational skills; able to meet strict deadlines.
* Attention to detail; mathematically oriented.
* Commitment to the SCHS [mission](http://www.phf.org/AboutUs/Pages/VisionMissionValues.aspx) and [staff values](http://www.phf.org/AboutUs/Pages/Staff_Values.aspx).

**MINIMUM QUALIFICATIONS:**

* One+ years of accounting (A/P) experience preferred. Post-secondary accounting education preferred.
* Excellent computer skills to include spreadsheets, accounting software, word processing.

I have read and agree to abide by the job duties indicated above.

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Name Signature Date

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