

## Mountain Valleys Health Centers

### JOB DESCRIPTION

**POSITION:** Finance Assistant

**QUALIFICATIONS:** Accounting experience and/or a combination of education and experience.

**REQUIREMENTS AFTER HIRE:**

Obtain current CPR card

Clean and appropriate business attire

**DUTIES AND RESPONSIBILITIES:**

- Updating financial spreadsheets with daily transactions
- Preparing balance sheets
- Tracking and reconciling statements
- Update financial spreadsheets with daily transactions
- Prepare balance sheets
  - Create cost analysis reports (fixed and variable costs)
- Support monthly payroll (when needed)
- Follow up with clients, suppliers and partners as needed
- Provide administrative support during budget preparation
- Participate in audits

**REQUIREMENTS:**

- Work experience as a Finance Assistant, Finance Officer or similar role
- Good knowledge of accounting and bookkeeping procedures
- Advanced MS Excel skills (creating spreadsheets and using financial functions)
- Familiarity with accounting software
- Organizational and time-management skills
- Attention to detail, with an ability to spot numerical errors
- BS degree in Finance, Accounting or Economics PREFERRED, but not required.

**CUSTOMER CARE:** A core value is our dedication to high-quality customer care. As a Community Health Center, our patients are our vitality; therefore, every patient will be treated accordingly.

A customer is defined as but not limited to a patient, vendor, contractor, granting agency, community business, and employee. Customers will be treated with the utmost dignity and respect regardless of their socio-economic status, insurance type, job position, and/or race, etc. Discrimination is unacceptable and is grounds for immediate termination.

Every employee of MVHC will adhere to the Accountability Measures outlined either at the onset of employment or at the date of this signed job description. Should these expectations not be upheld, the employee understands that disciplinary action will be taken which could lead to immediate termination.

**Personal/Behavior:**

1. Displays ability to develop rapport across a broad range of personalities.
2. Displays cheerful demeanor and makes positive comments when on duty.
3. Refrains from participation in harmful gossip, dysfunctional group interactions and divisive behavior.
4. Displays courteous and professional behavior in all interactions with the public.
5. Works cooperatively with other staff members.
6. Displays flexibility in accepting, changing or carrying out assignments.
7. Adheres to dress code expectations, including fragrance-free requirements.
8. Displays sensitivity in a culturally diverse environment.

**Must have the ability to:**

1. Understand and learn the agency program, policies, and procedures;
2. Obtain facts and recognize the relevant and significant considerations;
3. Organize and maintain workload priorities and caseload management in an appropriate and efficient manner;
4. Effectively communicate in oral and written form;
5. Establish and maintain client rapport and effective working relationships with staff;
6. Operate a personal computer and other office equipment;
7. Respond appropriately to situations;
8. Maintain confidential information in accordance with legal standards