

Accountant

Reports to: Director of Finance

Department: Administration

Overview: The Hispanic Health Council has a full time position in the finance department for an Accountant. The primary duties of this position include preparation of general ledges, invoices, receipts and payroll related functions.

Duties and Responsibilities:

- Performs pre-audit functions involving invoices, receiving reports, reports of receipts, payrolls, and related functions
- Prepares general ledges and subsidiary ledger entries
- Complies budgetary figures for preliminary budget reports and prepares final budget documents after appropriate budgetary analysis
- Review accounting procedures and recommends improved procedures
- Supporting the payroll process, entering time, wage changes, deductions (garnishments, benefit election, etc.) into payroll software
- Management of fixed asset documentation and listing
- Preparation and entry of journal entries into accounting software
- Monthly reconciliation of main checking account
- Processing of accounts payable, including collection of invoices, coding, contacting vendors as necessary, obtaining approval, data entry into accounting software, printing checks
- Participate in other Hispanic Health Council activities, as needed and as time permits
- Other duties as assigned

Required Qualifications:

- Knowledge of modern accounting theories, principals and practices
- Ability to analyze accounting and statistical records and prepare cost accounts and special reports
- Ability to establish and maintain satisfactory working relationships with senior management, employees and the public
- Excellent judgment
- Interpersonal and communication skills
- Excellent documentation skills
- Experience with Great Plain and Paylocity

Preferred:

- Graduated from an accredited college or university with major course work or concentration in accounting and three (3) years of accounting experience, or
- Graduated from a recognized school of accounting and five (5) years of professional accounting experience
- Bilingual (English/Spanish).

“The Hispanic Health Council is an equal opportunity employer.”

Interested candidates, please send resume and cover letter to:

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