



## **JOB DESCRIPTION**

**JOB TITLE:** Accounting Assistant II  
**REPORTS TO:** Health Clinic Controller  
**DEPARTMENT:** Finance  
**LOCATION:** Rolling Hills Clinic (RHC)  
705 East Street, Corning, CA 96021  
**STATUS:** Full-time, 100% FTE, Non-Exempt

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*Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the **Indian Preference Act (Title 25, US Code, Section 472 and 473)**. Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.*

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### **POSITION SUMMARY**

The Accounting Assistant II will be responsible for maintaining the daily administrative accounting and clerical duties, which includes Travel, Inventory, Purchasing, Accounts Payable for service providers and activities, account reconciliation's and general clerical for the Accounting Department. The Accountant II will provide technical and administrative assistance to the Accounting department by assisting with purchasing documentation, spreadsheets and customer service.

### **DUTIES & RESPONSIBILITIES**

1. Perform cash management functions, inventory, reconciling cash receipts and collections and deposits on a daily basis.
2. Accounts Payable functions- coding, entering, processing invoices.
3. Accounts Receivable functions – prepare statements and invoices for reimbursement, and reconcile expenses to the general ledger.
4. Accustomed to re-prioritizing, as necessary, to accommodate changing projects and assignments.
5. Assisting with the accurate accounting of revenue through recording, maintaining and reconcile corresponding check logs.
6. Coding of transactions working with programs to ensure accurate consistent coding of all Finance transactions.
7. Conduct routine reconciliations of Vendor Statements, Customer accounts and GL accounts.
8. Generate entry information for processing. Initiation of templates used in coding repetitive or reoccurring transactions.
9. Reviewing, processing and analyzing customer and patient invoices and statements.
10. Preparation and distribution of provider statements.
11. Preparation of referral payments and any intercompany payments.
12. Assist with research, preparation and processing of medical adjustments.
13. Provide detailed updates on current/upcoming/in-process transfers.
14. Coordinate assigned work with designated project guidelines.
15. Assist in the maintenance and writing of procedures and/or SOP
16. Assist with e requisitions and inventory systems
17. Assist in the reconciliation of billing system clearing accounts.

18. Employee Safety: Safely performs all duties; follows required protective protocols to ensure personal safety as well the safety of others.
19. Must maintain compliance with ergonomic safety standards; be mindful of posture and regularly practice ergonomic stretches.
20. Safety: Responsible for ensuring that all duties, responsibilities and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
21. Safety: Take appropriate corrective actions to address matters pertaining to employee health and safety that have been brought to their attention.
22. Other duties as assigned.

## **MINIMUM QUALIFICATIONS**

1. Must have a High school diploma or equivalent.
2. A Bookkeeping certificate or experience.
3. At least 2 years of experience working with electronic finance software.
4. Proficient in the use of Microsoft Office.
5. Experience in Cash Handling.
6. Must have knowledge of data entry for financials, account analysis and reconciliation, general ledger and daily journal entries.
7. Must be able to demonstrate experience in accounts payable, accounts receivable, cash and revenue functions.
8. Must have strong organizational and multi-tasking skills.
9. Must be able to work well with others or alone, under minimal supervision.
10. Must be able to work well under pressure and strict deadlines.
11. Strong computer experience required. 10-key by touch. Typing ability of 50 wpm
12. Governmental accounting preferred.
13. Demonstrate clear knowledge of Rolling Hills Clinic structure, standards, procedures and protocols.
14. Must have ability to relate and communicate effectively with community interest groups, agencies, and medical facilities that serve the American Indian Community.
15. Must have a Valid California driver's license and proof of personal liability automobile insurance as required by California state law.

**NOTE TO APPLICANTS:** Please be advised a post job offer, pre-employment Drug Testing, Physical and TB test are required as a condition of employment. Additionally, you will be required to obtain a Department of Justice Fingerprinting clearance as a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at Rolling Hills Clinic.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

## **WORK ENVIRONMENT:**

Work is performed in a health clinic setting. The noise level in the work environment is usually low to moderate. Will work with blood-borne pathogens and will require OSHA training. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Rolling Hills Clinic and employee and is subject to change by the Paskenta Band of Nomlaki Indians.*