



Title: Finance Administrative Assistant
Immediate Supervisor: Finance Director
Department: Finance
FLSA Status: Non-Exempt

Summary

We are seeking a professional Finance Administrative Assistant, reporting to the Finance Director, who will be primarily responsible for data entry of accounts payable, accounts receivable and journal entries functions. This position will perform professional accounting work in accordance with a prescribed accounting system and general accepted principles of accounting.

Responsibilities:

- Sort incoming AP mail
- Enter accounts payable invoices in MIP
- Print AP checks, void when necessary and mail checks
- Help answer and research questions from vendors and employees
- Maintain open and paid vendor's files
- Enter journal entries and prepare journal entries when necessary
- Enter daily bank reports in accounting system
- Process accounts receivable invoices as needed
- Perform any other duties as assigned or needed

Required skills and Education:

- Associate's degree in accounting or related field or equivalent experience
- 2+ years' experience, preferably in a non-profit environment
- Ability to work as part of a team
- Accuracy and efficiency
- Computer skills, Microsoft Word, Excel

Knowledge, Skills and Abilities:

- Superior data entry skills
- Ten-key experience
- MIP Fund Accounting
- Reconciliation
- Strong written and oral communication skills
- Strong organization and time management skills
- Exceptional attention to details

UHC Finance Administrative Assistant
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