



**Cassopolis**  
**Family Clinic Network**

**Job Posting**

**Date:** 3/15/2021

**Title:** Accounting Assistant

**FLSA:** Non-Exempt

**Location:** Cassopolis Family Clinic

Cassopolis Family Clinic Network (CFCN) is seeking an Accounting Assistant to add to the Cassopolis Family Clinic team. The Accounting Assistant is responsible for the preparation of accounts payable, payroll, cash receipts, payroll tax reporting, employee benefits reporting and general record keeping for the Cassopolis Family Clinic Network.

**Principle Duties and Responsibilities:**

- Promotes the mission and philosophy of providing quality health care and related services to the medically underserved. Upholds and ensures compliance with and attention to all corporate policies and procedures, as well as the mission and values of the organization.
- Ensures all actions, job performance, personal conduct and communication represent the organization in a highly professional manner at all times.
- Assists in inventory accounting and control. Is involved in the bi-annual physical inventory. Assists in verifying department usages of products/services and departmental costs and general ledger accounts.
- Prepares unpaid invoices in an organized manner, inputting data into the financial management software and processing checks according to agency guidelines.
- Records cash receipts.
- Prepares payroll on a bi-weekly basis.
- Prepares various payroll withholding reports including taxes, garnishments, child support orders, and other benefit deductions.
- Assists with employee benefits administration.
- Verifies employee and vendor federal non-compliant lists monthly.
- Maintains Medicaid Managed Care enrollment list counts monthly.
- Assists in record keeping of grant projects.
- May assist with general ledger schedules.
- Performs a variety of record keeping functions, as requested.

- Maintains all CFCN financial data and HIPAA protected information in a secured area.
- Performs other duties as assigned.

**Knowledge, Skill and Abilities Required:**

Education/Experience:

- Associates degree in Accounting or business.
- One to two years of progressively more responsible experience in accounting.

Skills:

- Excellent reading, writing, understanding and ability to speak the English language and mathematical skills. Must be able to write a professional business letter.
- Must possess advanced computer skills in Excel as well as other Microsoft Office products.
- Must be extremely detail oriented, with an emphasis on accuracy.
- Must be self-motivated and solution-minded in order to identify and suggest processes that could improve the accurate and efficient recording of data that will be used to make critical decisions for the agency.
- Ability to work independently, with minimal supervision.
- Must possess a detailed understanding of Generally Accepted Accounting Principles, accounting terminology and transactions (credits, debits, balance sheet, income statement, accounts receivable, accounts payable, closing, posting, etc.)
- Must be comfortable with electronic forms of communication and storage (voicemail, e-mail, faxing, scanning) and possess the capability to adapt to other financial and practice management software.
- Must be discrete. Confidentiality of all financial and HIPAA protected information is required.

Interpersonal:

- Ability to multi task, set priorities and goals.
- Excellent interpersonal skills, and a willingness to convey important business information to his/her supervisor.
- Ability to demonstrate customer focused verbal and written communication

Knowledge:

- Knowledge of organization policies, procedures, systems, and objectives.

**Reporting Relationship:**

Reports to the Controller.

**CFCN Employee Benefits:**

CFCN offers an attractive compensation and benefits package including paid time off, paid holidays, medical/dental/RX and vision insurance, short and long term disability, life and accidental death and dismemberment coverage, and a 401k retirement plan.

**How to Apply:**

For consideration, please send your resume to Tammy Howard 261 M-62 Cassopolis, MI 49031 or email to [thoward@cassfamilyclinic.org](mailto:thoward@cassfamilyclinic.org).