

## JOB DESCRIPTION



### POSITION:

Finance Assistant

Reports to:

Controller

Approved:

July 8, 2013

Revised:

June 6, 2018; June 1, 2020; Nov. 5, 2020; Jan. 25, 2022;

June 15, 2023; Oct. 23, 2023; Jan 29, 2024

Department:

Administration

FLSA:

Non-Exempt

**Basic Function:** Accounts payable and assist with accounting functions.

### **Essential Functions:**

1. Prepare and organize daily deposits.
2. Match packing slips with invoices and post accounts payable invoices. Sending invoices to staff for approval
3. Match invoices with checks.
4. Reconcile monthly employee insurance for general ledger allocation.
5. Calculate and invoice tenants for their portion of monthly utilities and post to accounting system.
6. Reconcile vendor statements.
7. Primary contact for vendor accounts payable.
8. Organize, scan and maintain the filing of all insurance and front desk payments.
9. File A/P invoices.
10. Match credit card receipts to credit card statements and code credit card transactions
11. Attend Board Finance meetings and prepare meeting minutes.
12. Create/post month end journal entries.
13. Complies with CHC Standards of Conduct, Code of Conduct and Corporate Compliance.

### **Secondary Functions:**

14. Handle all incoming and outgoing mail in an accurate and timely manner.
15. Assist with audit preparation.
16. Understands role in Disaster Plan and that safety is a condition of employment.
17. Follows CHC's policies and procedures.
18. Serves on various CHC and community committees as required/requested.

19. Attends meetings, seminars, and conferences as appropriate to ensure skills and knowledge remains current.
20. Follows PPE as appropriate.
21. Other duties as assigned.

**Minimum Qualifications:**

1. Ability to perform each essential function duty satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. High School Diploma or GED required.
3. Familiarity of insurance carriers, remittance advice statements, explanation of benefits, accounting procedures, office machines and computers.
4. Ability to work with Physicians, Mid-Level Providers, Clinical Support Staff, Administrative staff and Front Office Staff.
5. Strong organizational and analytical skills. Flexibility in handling a variety of related job assignments and responsibilities. Ability to work independently and meet deadlines. Ability to work under stress.
6. Exceptional working knowledge of Microsoft Word and Excel.
7. Possess a valid Driver's License.
8. Ability to read, write and speak English.
9. Good interpersonal and human relations skills are required. Must possess skills to empathize and care for a variety of patients, including low-income and diverse cultures and treat everyone (internal and external customers) with respect and dignity.
10. Ability to maintain confidentiality at all times in all situations and follow the laws and intent of the most current HIPAA laws and regulations and Canyonlands' security and privacy policies.

**Preferred Qualifications:**

1. Two (2) year or Bachelor's degree in Accounting, Business or Finance.
2. Two (2) plus years of directly related experience.
3. Knowledge of Sage50.

**Appearance Standards:**

This position shall follow the appearance standards as outlined in Canyonlands' Personnel Policy "*Personal Appearance*".

**Physical Requirements:**

Office Staff - All Levels				
	Not Applicable	Occasionally	Frequently	Constantly
Stand		X		
Vision - near				X
Vision – w/assistance				X
Walk		X		
Sit				X
Handling			X	
Reach outward		X		
Reach above shoulder		X		
Climb		X		
Crawl	X			
Squat/kneel		X		
Bend		X		
<b>Lift/Carry</b>				
10 lbs or less			X	
11-20 lbs		X		
21-50 lbs		X		
51-100 lbs		X		
Over 100 lbs	X			
<b>Push/Pull</b>				
12 lbs or less		X		
13-25 lbs		X		
26-40 lbs		X		
41-100 lbs	X			
Not applicable	Activity does not apply to this position			
Occasionally	Position requires this activity up to 33% of the time (0-2.5 hrs per day)			
Frequently	Position requires this activity from 33%-66% of the time (2.5-5.5 hrs)			
Constantly	Position requires this activity more than 66% of the time (5.5 hrs +)			

**OSHA CATEGORY CLASSIFICATION:**

I understand that the duties required of me place me in a category III.

*While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.*

Travel ☒ is ☐ is not required. It is anticipated that travel will be: ☒ 5% – 10% ☐ 50%-75%  
☐ 10% – 25% ☐ 75% - 90%  
☐ 25% – 50%

Canyonlands requires all staff to be vaccinated for Flu, Hep B, MMR, Tdap, Covid-19, and Varicella. New employees must be screened for Tuberculosis.

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job’s responsibilities/tasks may be modified and/or expanded over time. **Canyonlands will inform the employee when changes in the respective job description are made.**

I have read and understand the duties / physical requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. <b>I understand that failure to adhere to these responsibilities could be grounds for disciplinary action.</b>		
_____	_____	_____
Print Name	Signature	Date