

Modoc Medical Center

JOB ANNOUNCEMENT

**FINAL FILING
DATE:**
Open Until Filled

ACCOUNTING TECH
Full Time

WAGE RATE:
\$21.68 - \$31.77 per hour
Dependent on Experience

Modoc Medical Center is accepting applications for a Full Time benefit eligible Accounting Tech in the Accounting Department whose primary responsibilities will be Accounts Payable.

Duties Include: (but not limited to):

- Match POs to invoices.
- Ensures appropriate documentation and approval.
- Codes and Inputs invoices.
- Reconciles vendor invoices to statements
- Assists with reconciliation of general ledger accounts.
- Reviews documents and transactions for accuracy and to identify errors.
- Processes accounting data according to Hospital guidelines.
- Generates and reviews reports as needed and distributes them as appropriate.
- Train to back fill payroll.
- Researches and responds to **AP** questions from departments and vendors.
- Assists with annual financial audit as directed.
- Performs additional duties as requested.

Professional Requirements:

- High school graduate with minimum of 2 years previous experience in Accounting (Payroll, A/P, Receivables) in general office setting.
- Excellent command of Microsoft Excel application.
- 3 years of professional office experience.
- Understanding of general accounting principles.
- Ability to work independently and as part of a team.

Application Process:

Interested candidates may apply on-line at www.modocmedicalcenter.org

Modoc Medical Center - Human Resource Department
PO Box 190 – Alturas, CA 96101