

The background image shows the Modoc Medical Center building on the left, which has a sign for 'EMERGENCY MAIN ENTRANCE'. To the right is a white ambulance with 'MODOC MEDICAL CENTER' written on its side. The title 'MODOC MEDICAL CENTER' is written in large, stylized, orange-outlined letters across the top, and 'Job Announcement' is in large, bold, white letters with a blue outline below it.

MODOC MEDICAL CENTER

Job Announcement

Join a Team That Lifts You Up. Live a Life That Fulfills You. Discover What Modoc County Has to Offer.

ACCOUNTING TECH (PAYROLL)

Full-Time | Day Shift | On-site

Wage: \$23.23-\$34.03/hr | Dependent on Experience

Modoc Medical Center (MMC) is accepting applications for a Full-Time, benefit-eligible Accounting Technician in our Finance Department. This position is primarily responsible for payroll processing and accounting support, including accounts payable and month-end activities. The role supports financial reporting and other accounting functions while ensuring accurate and timely information. Strong organization, communication, accuracy, and attention to detail are essential for success in this role.

Responsibilities

- Facilitate payroll compilation and processing through ADP
- Support payroll records and related accounting activities
- Process accounts payable invoices and documentation
- Reconcile vendor invoices and statements for accuracy
- Assist with month-end closing and financial activities
- Support quarterly and annual reporting requirements
- Maintain organized and accurate accounting records

Qualifications

- High school diploma required
- 3 years of professional office experience
- Understanding of general accounting principles
- Proficiency in Microsoft Office applications
- Strong communication, organization, and interpersonal skills

Benefits (Full-time positions)

- Relocation Assistance up to \$5,000 for eligible applicants
- Comprehensive Insurance Package: Medical, Dental, Vision, Life & AD&D
- Retirement: 457(b) plan with employer match & LIUNA Pension
- Work-Life Perks: PTO, EAP, longevity bonuses, & uniform allowance
- Education & Discounts: Tuition assistance + free care for employee/dependents after insurance

Apply Online at www.modocmedicalcenter.org

Modoc Medical Center Human Resources Department
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