



## **JOB ANNOUNCEMENT**

**For Internal and External Candidates**

### **ACCOUNTING CLERK**

**Department:** Finance/Accounting Department  
**Reports to:** Billing Supervisor  
**Closing Date:** Open until filled

This is a full-time non-exempt position, 40 hours per week.

#### **SUMMARY OF JOB**

The Accounting Clerk will be responsible for the following duties:

- Verify and post details of business transactions, such as rates and adjustments.
- Verify and mail bills or statements.
- Research and resolve customer payment discrepancies.
- Assist in other accounting functions as needed.

#### **QUALIFICATIONS**

- Must be computer literate and proficient with Microsoft Excel.
- Must be organized and detail oriented.
- Must be self-motivated and able to function in a team environment.
- Must have the ability to prioritize and manage time.

#### **EDUCATION AND EXPERIENCE**

- High school diploma or equivalent.
- Must have 2+ years of accounting experience.
- Prefer associates degree or more in accounting or related field.

#### **APPLICATION PROCEDURE**

Internal candidates submit an "Application for Position Vacancy" to Ann Green-Barton. External candidates, submit cover letter and resume via email to [agreen-barton@emihealth.com](mailto:agreen-barton@emihealth.com).

***Current employees must have completed their six month probationary period before applying for any position vacancy and must be "Meets" or above on their last performance review.***