



## **JOB ANNOUNCEMENT**

**For Internal and External Candidates**

### **ACCOUNTING CLERK**

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

Become a part of EMI Health's growing organization. EMI Health is an employee benefits firm providing insurance products to companies and individuals in Utah, Arizona and Texas. We provide our employees with an outstanding benefit package that includes paid medical and dental coverage for employees, paid time off and holiday pay. We also offer vision, life, disability and retirement savings plans.

**SUMMARY:** Under the direction of the Billing Supervisor, the Accounting Clerk assists the Supervisor with accounting tasks as detailed below. This is a full-time, non-exempt position. The hours are generally 8:00 a.m. to 5:00 p.m. Monday through Friday.

#### **PRIMARY RESPONSIBILITIES:**

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

**APPLICATION PROCEDURE:** 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.***