



**JOB ANNOUNCEMENT**  
For Internal and External Candidates

**ACCOUNTING CLERK**

**Department:** Finance and Accounting  
**Reports To:** Accounts Receivable Manager  
**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, holiday pay, vision, life, disability, HSA and retirement savings plans. In addition, we provide our employees with a fully equipped onsite fitness center and subsidize mass transit passes.

We are a tobacco free workplace, hiring non-tobacco users only.

EMI Health is an EEO employer as defined by the EEOC.

**SUMMARY OF JOB:** Under the direction of the Accounts Receivable Manager, the Accounting Clerk is responsible for processing and recording daily bank deposits, verifying and posting details of business transactions (i.e. rates and adjustments) and researching and resolving customer payment discrepancies. This is a full-time, non-exempt position. Hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

**PRIMARY RESPONSIBILITIES:**

- Process and record daily bank deposits.
- Verify and post details of business transactions, such as rates, adjustments and payments.
- Research and resolve customer payment discrepancies.

**EDUCATION, EXPERIENCE AND QUALIFICATIONS:**

- High School diploma or equivalent required. Preferred Associates Degree in accounting or related field preferred. Two years of accounting experience.
- Must be computer literate and proficient in Microsoft Excel functions.
- 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.

**APPLICATION PROCEDURE:**

Internal candidates submit an Application for Position Vacancy to Ann Green-Barton. External candidates apply online at <https://emihealth.com/emi/about/opportunities>.

***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.***