



## **Accounting Assistant**

Radiant Health Centers (RHC) seeks an Accounting Assistant who is responsible for processing a variety of accounting transactions such as donations, journal entries, and medical billing in accordance with the department procedures. Enters, maintains and verifies accounting data and files into the various databases.

With a team of caring and committed individuals and hundreds of dedicated volunteers, RHC is working to eliminate the stigma and overcome health disparities impacting the Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+) community by providing healthy and compassionate care options.

RHC is the largest Orange County provider for such healthcare services and is currently expanding its capacity with plans to create a dedicated Federally Qualified Health Center (FQHC) for the LGBTQ+ community.

The Accounting Assistant will be reporting to the Finance Manager and will:

- Receive and account for cash, credit card and check donations.
- Prepare and reconcile general ledger data entry such as daily bank deposits, prepaid, and miscellaneous account.
- Prepare home care billings and payments.
- Process and reconcile medical and mental health billings
- Monthly process records, reconcile, and run pledge receivable report for the executives.
- Enter data into development and client related databases.
- Perform routine clerical duties such as sorting and distributing the mail and assist with the front desk as needed.
- Provide additional reports and services as requested by supervisor.

Prefer a candidate with a bachelor's degree in Accounting or Finance and experience working for a non-profit and/or healthcare industry. Proficiency in Microsoft Excel a plus.

## **How to Apply**

To apply for Accounting Assistant position, please forward a cover letter and resume using one of the following methods:

- Email your resume and cover letter to Nathaniel Nocum: [nnocum@radianthealthcenters.org](mailto:nnocum@radianthealthcenters.org) .
- Mail to Radiant Health Centers, Attn: Nathaniel Nocum, 17982 Sky Park Circle, Ste J, Irvine, CA 92614
- Fax to (949) 809-5779
- No phone calls, please

*RHC is an equal opportunity employer*