

**WASATCH HOMELESS HEALTH CARE, INC.  
POSITION DESCRIPTION**

<b>Position Title:</b>	Accountant	<b>Status:</b>	Full time, non-exempt
<b>Department:</b>	Finance	<b>Amount of Travel:</b>	Limited local travel
<b>Supervisor:</b>	Accounting Manager		

**Organization Overview**

Wasatch Homeless Health Care, Inc., (WHHC) dba Fourth Street Clinic, Salt Lake’s leading nonprofit healthcare provider for homeless Utahns, operates with a staff of 60 and a volunteer network of more than 150. Annually, the clinic serves 5,000 homeless men, women and children with 28,000 primary care, mental health, substance abuse, dental, specialty care and case management visits. Fourth Street Pharmacy dispenses 70,000 medications annually. By increasing homeless Utahns’ access to primary care, Fourth Street Clinic is a major partner in ending homelessness, promoting community health, and achieving across-the-board health care savings.

**Core Responsibilities:**

- Process online banking transactions and deposits and related accounting entries for cash transactions.
- Prepare Bank Reconciliations
- Accurately input journal entries and assist in month-end closing including analysis and reconciliations
- Process and reconcile credit card transactions and expense reports
- Process accounts payable including coordinate approval, complete invoice review (reconciliation of benefit invoices) and coding, input into accounting system, process vendor payments and 1099s
- Attend monthly Finance Committee Meeting’s and prepare all required material, in addition to taking the meeting minutes
- Setup all new hires into payroll & benefit software as well as processing the semimonthly payroll and generates associated reports
- Backup to Billing Specialist
- Responsible for record retention of documents
- Generates and provides monthly grant billing invoices and report
- Manages vendor files and contracts
- Supports accounting manager on key projects
- Special Finance Projects

**Required Qualifications:**

- Attention to Detail
- Ability to meet deadlines
- Excellent problem solving skills
- Ability to apply critical thinking to tasks at hand
- Takes initiative and proactively addresses issues
- Can work autonomous and as well as on a team
- Federal, nonprofit or health center experienced preferred
- Associates degree in Accounting/Finance and minimum 4 years related experience or equivalent combination of education and experience.
- Microsoft Office – Excel, Word and Outlook proficiency. Experience with other accounting applications a must (please indicate applications)

If interested, please send resume/CV to: [jobs@fourthstreetclinic.org](mailto:jobs@fourthstreetclinic.org) **No phone calls please**

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