



## JOB ANNOUNCEMENT

### Finance Administrative Assistant

South Central Family Health Center, a nonprofit community clinic serving the uninsured and underserved for more than 32 years, seeks to hire a Finance Administrative Assistant.

**FUNCTIONS:** Responsible for oversight and administration of materials management and purchasing control functions.

**Essential Duties:** (*\*Essential Functions*)

- Develop procedures for purchasing and the maintenance of inventory on all equipment and supplies.
- Make recommendations for selection of vendors based on results of competitive bidding procedures.
- Negotiate all contracts for the purchase of supplies, services and equipment.
- Review and approve/disapprove all Purchase Requisitions within the scope of his/her authority, refer others to the Chief Financial Officer.
- Perform regular audits of all ordered merchandise.
- Develop system of monitoring and receiving feedback from departments on ability to deliver in-house stock on a timely basis (e.g., in-house customer satisfaction surveys).
- Prepare and review monthly journals, making changes if necessary, charging inventory usage to various departments prior to submission to the C.F.O.
- Prepares daily bank deposits and summary of Cash Receipts Journal including verification of daily cashier's deposits.
- Maintains SCFHC's petty cash fund for reimbursements of minor expenditures.
- Prepares and executes bank deposits by detailing each deposit onto the daily cash ledger
- Prepares quarterly schedule of SCFHC fixed assets.
- Attend departmental/center-side meetings as required.
- Reviews and order supplies requisition by various departments.
- May be required to perform other duties as assigned by the Chief Financial Officer.

Education and Knowledge

- AA or Bachelor's Degree in Accounting preferred
- Knowledge of computers, including Windows and Accounting Software.
- Require knowledge of office equipment and accounting terminology
- Knowledge of bookkeeping

Experience

- Five years' experience in materials management. Supervisory experience and familiarity with P.C. operations and functions. Must be able to relate pleasantly and courteously to staff and vendors.

Salary: Commensurate with experience. Full benefits, including medical, dental, vision and 403b

Opening: ASAP

Positions: 1

**To Apply:** Send cover letter & resume to [hr@scfhc.org](mailto:hr@scfhc.org) or fax to 323-432-4877

**Deadline:** Until positions are filled

NO PHONE CALLS PLEASE

**South Central Family Health Center is an Equal Opportunity Employer**