Neighborhood Health – Accounting Clerk
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add an Accounting Clerk to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As an Accounting Clerk, you will:

- ✓ Assist the Purchasing Clerk in maintaining and tracking PPE inventory,
- ✓ Responsible for Fixed Asset Inventory and IT equipment,
- ✓ Assist with external records storage and maintain retention schedule,
- ✓ Enter end of day sheets,
- ✓ Make bank deposits for all locations as needed,
- ✓ Act as back up for Purchasing Clerk,
- ✓ Act as back up for Accounts Payable Clerk,
- ✓ Assist CFO with special projects as needed.

Requirements:

- Three years of experience as a Bookkeeper or Accountant.

Education Requirements:

- Associates degree in Accounting/Finance required

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862, or by email to: hrdept@nhci.org. You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at hrdept@nhci.org