

Staff Accountant – Beulah Administration Office

Coal Country Community Health Center is currently seeking a part time/full time Staff Accountant to join our team working minimum of 32 hours per week. Responsibilities will include but are not limited to: monthly and annual accounting close journal entries and related duties; perform various audits of specific financial and accounting functions; monthly GL and bank account reconciliations; compile staffing and financial information for federal reporting requirements; complete financial and statistical information for monthly board meetings; work with AP/Payroll Specialist on setting up benefits, deductions, and other payroll items as well as W2's, 1099 Misc. and other IRS informational forms.

Position requires an Associate or Bachelor's Degree in Accounting or Finance with a minimum of 15 hours of college accounting classes; or equivalent education and work experience.

To apply please send company application and letter of application to Coal Country Community Health Center, Attn. Human Resources, 1312 Hwy 49 N, Beulah, ND 58523. Company application may be downloaded off Coal Country Community Health Center website at www.coalcountryhealth.com.