



HARDIN COUNTY REGIONAL HEALTH CENTER

Lifespan Health Center Job Posting

POSITION: Accounting Assistant

REQUISITION: #1311

LOCATION: Florence Road

Posting Date: 2/12/26

Expiration Date: open until filled

Department: Finance

Salary Range:

Reports To: Chief Financial Officer

Status: Non-Exempt

Position Hours: Monday – Friday, 8:00am-5:00pm w/required lunch break

POSITION SUMMARY: The Accounting Assistant is responsible for providing financial and administrative support in order to ensure effective, efficient, and accurate financial operations.

CORE DUTIES/RESPONSIBILITIES:

1. Prints the following A/P reports on a monthly basis:
 - a. Aged A/P
 - a. Check Register
 - b. Cash Disbursement Journal
2. Receives, verifies, posts, and files invoices and requisitions for goods and services.
3. Maintains vendor files.
4. Verifies that transactions comply with HCRHC policies and procedures.
5. Properly codes invoices/check requests, inputs and posts approved invoices voucher request.
6. Prepares vendor and employee checks.
7. Maintains listing of accounts payable accounts.
8. Prepares and sends 1099's at the year-end as appropriate.
9. Responds to inquiries and resolve any invoice discrepancies.
10. Works with external auditor to successfully complete annual audit.
11. Processes monthly A/R invoices.
12. Processes Billing Department approved insurance overpayments according to policies & procedures.
13. Prepares and sends tax-exempt certificates and W-9's as needed.
14. Prepares checks and electronic payments for completeness and accuracy.
15. Verifies and posts details of business transactions, such as funds received and disbursed.
16. Totals, balances, and reconciles billing vouchers to ensure the completeness and accuracy of data on accounts.
17. Codes documents according to company procedures.
18. Maintains and manages purchase requisition process using company standards and obtaining necessary authorizations for purchases.
19. Obtains monthly budget variance reports & compile.
20. Assists with monthly General Ledger (G/L) account reconciliation.
21. Writes letters and makes phone calls to customers or clients.
22. Assists CFO with special projects as needed.
23. Performs other necessary duties as required by the health center to meet the goal of providing primary health care services.

EDUCATION/EXPERIENCE:

1. High school diploma or equivalent.
2. Associates degree in Accounting preferred.
3. Business office experience up to three (3) years.
4. The ability to use current office machines, including Microsoft programs (Excel, Outlook & Word).
5. Knowledge of Peachtree accounting software or equivalent.
6. Ability to meet tight deadlines.
7. The ability to communicate effectively in person and on the telephone with other staff, the public, and the patients.
8. Current, valid driver's license and proof of auto insurance.

TO APPLY:

Internal Applicants: Please complete a transfer form and send to Human Resources.

External Applicants: Please submit a current resume to any Lifespan location.

EQUAL OPPORTUNITY EMPLOYEER

It is the policy of HCRHC not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of HCRHC to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.