



Opportunity Description

Bookkeeper

Suburban Health Organization is a physician and hospital network serving central Indiana. We seek a part-time Bookkeeper to assist in managing our day-to-day accounting and finance transactions. The Bookkeeper will work 20 hours per week.

Primary Responsibilities

- Recording day to day financial transactions and completing the posting process
- Process accounts receivable/payable and handle payroll in a timely manner
- Prepare and post deposits
- Process employee expense reports and company credit card invoice by verifying receipts and coding expenses for review and approval
- Assist in month, quarter-end, and yearly closing duties
- All other duties as assigned

Qualified candidate will possess:

- Associate's degree in accounting or equivalent business experience
- Broad knowledge of finance and accounting concepts
- Excellent communication skills both written and oral with the ability to communicate with diverse leadership levels
- High degree of accuracy and attention to detail
- Good organizational skills for coordination and prioritizing of assignments
- Team-player who thrives in a learning environment
- Experience working with Microsoft Word, Excel, and databases

This role is eligible for some benefits including personal time, vacation time, paid holidays, 401k, as well as life and AD&D insurance.

For more information and to apply online, please visit:

www.suburbanhealth.com

Please send emails to: jobs@suburbanhealth.com