



REACH Medical Job Posting Posted 4/29/2024

Position Title: Bookkeeper

Position Goals and Role:

This is a full time position at REACH Medical, PLLC. Applicants should have an understanding and belief in harm reduction, health equity, diversity and inclusion.

REACH Medical, PLLC provides low-threshold, harm reduction-oriented primary care in a multi-disciplinary, integrated practice to further the REACH Mission of ensuring health equity to all who typically face stigma in the current healthcare system.

Responsibilities:

- Utilize SAGE Intacct based accounting software to fulfill following duties under the supervision of the Comptroller:
 - General Ledger Entries as needed
 - Accounts Payable entry
 - Accounts Receivable entry and invoice submission
 - Monthly Bank Reconciliations
 - Compile supporting documentation for all yearly audits, grant budgets and other documentation as required
 - Organize documentation in Google Drive for Management team
 - Attend weekly meetings as required
 - Supply weekly cash flow report and finance report for Management
 - Cross trained in running payroll and other tasks as needed
- Comply with REACH's management approval process for account payables and receivables.
- Other duties as assigned by the Comptroller

Qualifications:

- Bookkeeping experience (non profit preferred)
- Experience working with Accounting software, general ledger entry, and excel knowledge.
- Solid communication skills and ability to work well within a multidisciplinary agency.
- High School Diploma
- Interest and understanding in providing care to underserved populations as the foundation of REACH Medical is the provision of harm reduction-based, trauma-informed, low threshold care without stigma.

REACH is dedicated to health equity, we are committed to hiring and developing well-qualified staff who reflect the racial, ethnic, social and cultural diversity of the people we wish to serve. People of color, people with LGBTQ identities, and people with disabilities are particularly encouraged to apply.

- **Supervision:**
- The position reports to the Comptroller
- **Benefits:**
 - This position is full-time, benefits eligible.
 - The salary range for this position is: \$19.00-\$25.00/hour.

REACH Medical provides low-threshold, harm reduction-oriented primary care in a multi-disciplinary, integrated practice to further the REACH Mission of ensuring health equity to all who typically face stigma in the current healthcare system.

Successful applicants will be able to demonstrate based on experience and/or an aspirational commitment, their commitment to harm reduction, health equity and providing care to underserved populations.

Candidates will be able to demonstrate strong written, verbal and interpersonal communication skills.

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Please submit a cv/resume or cover letter to Ginny @
gdecare@reachmed.org.

REV 2.14.23