

**EL CENTRO FAMILY HEALTH  
JOB POSTING**

**DATE:** October 20, 2020  
**TITLE:** Accounting Clerk  
**FTE:** Full-time Equivalent (Mon-Fri)  
**SITE:** Española Administration Office

**PURPOSE:**

Under supervision of the Accounting Manager and/or Chief Financial Officer the Accounting Clerk assists the Accounting Manager/or Chief Financial Officer in accomplishing the financial management activities of El Centro Family Health (ECFH), including independent performance of following: accounts receivable, accounts payable, process cash receipts and assists Staff Accountant III.

**EDUCATION:**

High school diploma or equivalent. Associate degree in accounting, business, or other related field desirable. Directly related experience may be substituted for the degree.

**EXPERIENCE:**

Minimum of two years experience in financial management or bookkeeping; minimum of one-year experience with automated financial systems. Related education may be considered as substitution for experience, provided education is supplemented with on-the-job experience.

**Skills, Knowledge and Abilities (KSA's):**

- 1) Ability to calculate numbers (add, subtract, multiply and divide) accurately.
- 2) Ability to operate standard office machines, including 10-key, calculators, computers, copiers, and fax machines.
- 3) Ability to read, understands, and interprets regulations and legal guidelines.
- 4) Ability to operate personal computers, including using spreadsheet and word processing applications.
- 5) Demonstrated telephone operation, with courteous and customer-oriented approach.
- 6) Ability to maintain effective work relationships.
- 7) Ability to communicate both orally and in writing by telephone and email.
- 8) Knowledge and Fluent skill of Microsoft Office Excel and Word applications, internet explorer usage, and Outlook.
- 9) Ability to drive to outlying locations.
- 1) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.

Interested individuals must submit an updated ECFH employment application to Human Resources at [hr@ecfh.org](mailto:hr@ecfh.org); fax to 505-747-8943 or US Postal Mail to ECFH Box 158, Española NM 87532.

**EOE/M/F/D/V/Drug-Free Workplace**

**DEADLINE:** Open until filled.