Sierra Nevada Memorial Hospital Foundation

JOB ANNOUNCEMENT: BOOKKEEPER- PART-TIME

Organizational Mission:

Sierra Nevada Memorial Hospital Foundation – *"To nurture the spirit of generosity and volunteerism of the community, we focus our philanthropic efforts in fostering quality healthcare of the highest standards for Sierra Nevada Memorial Hospital."*

Position Summary

Sierra Nevada Memorial Hospital Foundation seeks a bright and focused individual to join our fast-paced team and work with our Full Charge Bookkeeper. A BA or equivalent is required. The ideal candidate has a working knowledge of AR/AP. The part-time position handles routine financial cash and expense functions. Candidates need a minimum of three years experience with Excel, Business Works or similar accounting software. The drive to achieve accurate results, an ability to take initiative and work independently, belief in our organizational mission, being flexible and adaptable, and a can-do attitude will help you succeed in this position.

Job Responsibilities (sampling)

• Prepare and deposit cash receipts. Work on accounts payable and receivable.
• Manage petty cash, credit card payments, transmittals, spreadsheets, reports, cash for events, etc.
• Payroll back-up.
• Assist Full Charge Bookkeeper with year-end financial audit.
• Provide database assistance.
• Assist with SNMH Foundation events and activities as needed.
• Other duties assigned by the Full Charge Bookkeeper or Executive Director.

Work Schedule

Bookkeeper hours 20-24 a week. Days to be determined upon hire. Flexible schedule needed for occasional evenings and weekends at SNMHF events, and activities.

Salary & Benefits

Part-time hourly position. Salary discussed in final interview. No benefits provided.

To Apply

Resume with cover letter to:　　　Kimberly Parker, CFRE
No calls please　　　　　　　　　 Executive Director
　　　　　　　　　　　　　　　　 Sierra Nevada Memorial Hospital Foundation
　　　　　　　　　　　　　　　　 PO BOX 1810
　　　　　　　　　　　　　　　　 Grass Valley, CA 95945
　　　　　　　　　　　　　　　　 (530) 477-9700
　　　　　　　　　　　　　　　　 Resumes may be emailed to kparker@snmhf.com
　　　　　　　　　　　　　　　　 Deadline: June 16 or until position is filled