



## **Job Posting: General Ledger Accountant**

Send resumes to [jobs@schc.net](mailto:jobs@schc.net) with the name of the job title in the subject line

### **Job Posting Dates: Oct 4-18, 2018**

Sacred Circle Healthcare is looking for a part-time General Ledger Accountant to work in our downtown Salt Lake clinic. Sacred Circle Healthcare is a Health Division of the Confederated Tribes of the Goshute Reservation and is proudly owned and operated by the Utah Goshutes. Sacred Circle Healthcare is a multidiscipline clinic including Primary Care, Pain Management, Behavioral Health, Physical Therapy, Podiatry, Urology and Dental. We have an onsite pharmacy and high complexity lab.

Position Offers:

Part-Time, not benefit eligible

Sacred Circle Healthcare

Hours of Operation:

Monday – Friday

8AM – 6PM

### **Job Responsibilities**

- Assist Director of Finance in Budgeting and Reporting
- Assist in Month End Closing
- Assist Director of Finance in monthly reporting of Financial Statements for Internal and External Requirements
- Assist Director of Finance in ensuring accuracy of financial statements in accordance with GAAP and internal and tribal policies
- Financial Analysis and Forecasting
- Assist in Audits
- Assist as needed in A/P and A/R
- Balance Sheet Account Reconciliations

Experience: Bachelor's Degree or equivalent to five years related experience

*Sacred Circle Health Care gives preference to qualified American Indian/Alaskan Native applicants.*