



Accounting Clerk

Coal Country Community Health Center has an opening for a full time Accounting Clerk to join our growing team. The Accounting Clerk will handle various accounting duties and functions related to accounts payable, accounts receivable and payroll.

Responsibilities will include but not limited to: generate accounts payable checks and attach supporting invoices; submit checks for approval and mail approved checks; enter patient refunds; enter all staff Paid Time Off and other paid benefits into time software; prepare and balance daily deposits; assist with filing and other documentation and reporting responsibilities.

Position requires a high school diploma or GED; some accounting courses, preferred; attention to detail and excellent oral and written communication skills; excellent computer skills to include basic skills in Microsoft Excel.

Apply online at www.coalcountryhealth.com or send a completed company application to Coal Country Community Health Center, Attn. Human Resources, 1312 Hwy 49 N., Beulah, ND, 58523.