

**COLORADO COMMUNITY HEALTH NETWORK**  
**Accounting Clerk – Part-Time Position**  
**Job Description**

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**General Statement:** The Colorado Community Health Network (CCHN) is a membership association of Community Health Centers serving low-income, homeless, and migrant populations in Colorado. The Accounting Clerk's primary responsibilities include, but are not limited to, performing a variety of functions to process accounts payable, accounts receivable, and cash receipts and to support payroll and month end activities. This part-time position (20 hours per week) must meet firm deadlines and be self-motivated, able to prioritize multiple tasks and work well within a team environment.

**Required Duties:**

1. Responsible for weekly accounts payable, to include processing payments in a timely and accurate manner.
2. Responsible for accounts receivable, to include invoice entry and recording payments.
3. Data entry for bi-weekly payroll.
4. Compile data and update a variety of spreadsheets.
5. Collaborate with program staff to answer questions and provide information as needed.
6. Assist with the annual CCHN budget, annual audit, and annual Form 990 as needed.
7. Responsible for filing and annual archiving of various finance documents.
8. Responsible for ensuring compliance with all applicable policies and procedures such as record retention, financial policies and procedures, and federal rules and regulations.
9. Assume such other responsibilities, and perform such other duties, as may be requested.
10. Report corporate compliance concerns to CCHN's Corporate Compliance Officer; any CCHN employee who reports a compliance concern in good faith is protected by law from retaliation.

**Minimum Qualifications:**

1. Minimum 2 years of experience working in an accounting or office position including AP, AR and/or payroll data entry.
2. High attention to detail and accuracy.
3. Sound judgment and the ability to conduct him/herself in a professional manner.
4. Excellent written/verbal communication and problem-solving skills.
5. Must be flexible, self-motivated, and able to prioritize multiple tasks.
6. Excellent computer skills with all software in Microsoft Office, particularly Word and Outlook, and especially in Excel, including linking, formulas, and working with complex spreadsheets.
7. Demonstrated ability to work with customers/client groups and/or experience in membership organizations.
8. Ability to work as a team member and work effectively with diverse people.
9. Demonstrated awareness of, and value for, cultural competence.
10. Fluency in written and spoken English.

Specific days and hours are flexible, subject to deadlines.