



Accounting Assistant

Radiant Health Centers (RHC) seeks a detailed-oriented Accounting Assistant who is responsible for processing a variety of accounting transactions such as donations, journal entries, and medical billing in accordance with the department procedures. The accounting assistant works closely with the Director of Finance and various program staff to provide a high level of service and financial reporting.

With a team of caring and committed individuals and hundreds of dedicated volunteers, RHC is working to eliminate the stigma and overcome health disparities impacting the Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+) community by providing healthy and compassionate care options.

RHC is the largest Orange County provider for such healthcare services and is currently expanding its capacity with plans to create a dedicated Federally Qualified Health Center (FQHC) for the LGBTQ+ community.

The Accounting Assistant responsibilities include:

- Receive and account for charitable donations, grant reimbursements and other revenue
- Enter and reconcile data and invoices into financial and client related databases.
- Collect and prepare supporting documentation for reimbursement from public and private grants
- Assist in the preparation of journal entries to record payroll and benefits, overhead allocations, and month end closing
- Prepare home care billings and payments.
- Assists with bank and other account reconciliations
- Process and reconcile medical and mental health billings
- Assists with the collection and preparation of documentation for annual audits
- Support the department in A/P, A/R, Payroll, and other clerical duties as assigned

Prefer a candidate with a bachelor's degree in Accounting or Finance and experience working for a non-profit and/or healthcare industry. Proficiency in Microsoft Excel a plus.

How to Apply

To apply for Accounting Assistant position, please forward a cover letter and resume using one of the following methods:

- Email your resume and cover letter to Nathaniel Nocum: nnocum@radianthealthcenters.org .
- Mail to Radiant Health Centers, Attn: Nathaniel Nocum, 17982 Sky Park Circle, Ste J, Irvine, CA 92614
- Fax to (949) 809-5779
- No phone calls, please

RHC is an equal opportunity employer