



Employment Opportunity – Accounting Assistant / Operations Specialist

Health Net of West Michigan has a full-time opening for an Accounting Assistant / Operations Specialist. Health Net seeks a positive, self-motivated individual with high quality standards to work in an innovative and diverse environment. This position will support the Staff Accountant and Director of Operations, and complete accounting tasks such as payables invoice processing, bank reconciliations, and month end close. In addition, there will be opportunities for this position to support Health Net's operations in various ways including policy updating and writing, compliance monitoring and evaluation. This position offers room for growth and opportunities to contribute to a variety of nonprofit accounting and operational tasks.

Desired candidate must have an Associate's degree or higher in accounting or finance and one to three years' of experience in a professional accounting environment, preferably in nonprofit or healthcare. Intermediate understanding of MS Excel with ability to create functions and manipulate existing spreadsheets as needed. Experience with professional accounting software is required.

Pay range: \$15.00 - \$18.00 per hour

To apply, please submit cover letter and resume to: careers@healthnetwm.org

Company profile: Health Net of West Michigan bridges gaps in healthcare by connecting individuals with the basic resources that every human being deserves to live a healthier life. We work primarily with vulnerable populations. We take a holistic approach to health by partnering with healthcare professionals, institutions, and non-profit organizations to provide education, accessibility and individualized attention including physical, mental and emotional support for the communities in which we work. We are experts at navigating the healthcare system and connecting clients to vital resources.

Commitment to diversity and inclusion: Health Net of West Michigan embraces the principles of diversity and inclusion. We proudly serve all persons in our community with respect for each person's unique individual and cultural differences. We firmly stand in our commitment to eliminate racism and all other forms of discrimination from our workplace and our community.

Location – Grand Rapids, Michigan: Grand Rapids is a great place to live, work and play. Grand Rapids is the second largest city in the state and is known for its philanthropy. Downtown is safe and clean and surrounded by an eclectic mix of walkable and attractive neighborhoods. With a medical and life sciences industry boom, strong entrepreneurial activity, dedication to green building and living, and innovative employers, Grand Rapids continues to grow and thrive.

Posting Date: June 13, 2018

Posting Deadline: June 29, 2018