



Employment Opportunity – Accounting Clerk (Part-time/Seasonal)

Health Net of West Michigan has a part-time (15-20 hours per week) opening for an Accounting Clerk. Health Net seeks a positive, self-motivated individual with high quality standards to work in an innovative and diverse environment. This position will provide support to and work with the Accounting Supervisor and Accounting Assistant/Operations Specialist performing various clerical and routine accounting tasks including the following:

- Accounts payable
- Accounts receivable
- Post journal entries into accounting software
- Reconcile bank statements
- Reconcile postage, prepaids and depreciation
- Fixed asset coding
- Filing

Desired candidate must have high school diploma or GED with 2+ years of accounting experience or accounting education. Proficiency with Microsoft Office applications and the ability to learn new software systems. Ability to work independently with minimal supervision and with a team mindset. Experience with accounting software is desired.

Pay range: \$10.00 - \$15.00 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 equity and inclusion: Health Net of West Michigan embraces the principles of equity 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 all 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: November 26, 2019

Posting Deadline: December 6, 2018