

# Career Opportunity



## Position Summary

### ACCOUNTING ASSOCIATE

The accounting associate is responsible for the accounting and financial reporting of all account receivables/payables, cash flow, payroll, and expenses. This position will be responsible for ensuring that accurate records are maintained in accordance with company policies and procedures and internal controls.

## Training and Experience

Bachelor's degree in accounting or related field, or combined education/experience equivalent.

Experience with Sage accounting software preferred.

## Our Practice

This is an exciting opportunity for a driven dedicated individual who is looking for a stable and rewarding work environment. Our team is a well-recognized, award-winning provider of women's health care services in North Florida.

We've provided obstetric and gynecologic services for 36 years. We received Tallahassee's award for "Best Ob/Gyn Practice" every year since 2011, and were the 2013 Tallahassee Chamber of Commerce's prestigious "Business of the Year." We address the health care needs of women throughout all stages of life. We provide preventative care, including well-woman and prenatal care, and we deliver babies for both normal and high-risk patients.



## Location

This position will be located at our main office on the Tallahassee Memorial HealthCare (TMH) campus, within the Azalea Building.

## Benefits

We offer competitive wages and excellent benefits, including health, dental, vision, 401K, and paid time leave. If you think you are the right individual for the job, please submit your resume for consideration.

North Florida Women's Care is an Equal Opportunity Employer. North Florida Women's Care does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.

## How to Apply

Email resume to:  
[resume@nflwc.com](mailto:resume@nflwc.com)

## Position Responsibilities

1. Maintain accurate and complete records, including ledgers, journals, invoices, receipts, and information related to supplies and inventory.
2. Assist the accounting department in daily, monthly, and annual activities, including generating financial reports, developing budgets, processing payroll, preparing taxes, assisting with audits and resolving discrepancies.
3. Check accuracy of employee reimbursement expenses before processing.
4. Enter invoices in the accounting system for payments ensuring correct approval, coding, and matching.
5. Coordinate with vendors regarding invoicing and payment inquiries and discrepancies.
6. Respond to vendors inquiries in a timely and professional manner.
7. Process Cash Receipts and Deposits monthly/daily as needed.
8. Assist and serve as backup to the Director of Finance.
9. Perform monthly bank account reconciliations on all bank accounts.
10. Ensure compliance with internal accounting procedures.
11. Ensure a safe, harassment and discrimination-free work environment by immediately reporting all issues related to harassment, safety, discrimination, or other improper conduct to the Human Resources Director and or the CEO.
12. Ensure regular and predictable attendance.
13. Perform other duties as directed.

