



## Join MCN's Team as a Financial and Executive Associate

Migrant Clinicians Network (MCN) is hiring a full time Financial and Executive Associate for our office located in Austin, Texas. The Financial/Executive Associate is responsible for all bookkeeping duties, such as, but not limited to: payroll and all associated taxes, accounts payable, reimbursements, and allocations. This position requires someone who can work well independently, within pre-determined guidelines. The financial associate reports directly to the CFO. Additionally, the Financial and Executive Associate works integrally with the leadership team to maximize the effectiveness and timely implementation of all executive duties increase the efficiency of the CEO through planning and day to day project management and assure excellence in all aspects of corporate performance.

### PRIMARY ACTIVITIES

- Payables – responsible for entering all incoming invoices/expense reports, and following the twice a month payment schedule for all payables
- Reimbursements – responsible for entering all employee/contractor expenses, and travel reimbursements, and following the twice a month payment schedule for all payables
- Maintaining portions of the MCN filing system
- Assisting in organizing files for audit review
- Coordinate logistics, conference calls and other communication with the Board of Directors
- Coordinate and execute MCN meetings and retreats
- Other duties as assigned by the CEO and CFO
- Payroll and payroll taxes – responsible for twice-a-month payroll, plus all payroll taxes and filing quarterly reports – in addition to updating the contractor invoices once a month
- Cost Allocations – responsible for the allocation of all non-direct expenses at the end of the month
- Budgets- maintain budgets in MIP
- Accounts Receivable – submit invoices once a month (for reimbursement of expenses) for any programs requiring invoices
- Bank Deposits – responsible for entering bank deposits into accounting program
- Organization – responsible for all finance related filing – including all paper files as well as filing electronically on the server
- Work Plan – create and maintain progress on annual work plan goals

## **CORE COMPETENCIES**

- Committed to working with MCN for a reasonable timeframe, preferably a minimum of two years.
- Works in alignment with MCN's organizational values; teamwork, innovation, excellence and a passion for the mission.
- Applies MCN's performance improvement goals and guidelines.
- Maintains a positive outlook and flexibility in MCN's fast paced and dynamic environment.
- Demonstrates personal initiative in all activities.
- Develops and maintains relationships with a diverse community of office colleagues, remote staff members and other organizations.
- Embodies the belief that healthcare is a right.
- Possesses excellent communication both verbal and written

## **JOB REQUIREMENTS**

- High school diploma, and at least some general college accounting courses, preferably non-profit accounting
- At least 1 year of bookkeeping experience, preferably in non-profit accounting
- No licenses required
- Computer skills - Microsoft Access, Excel, Word, and accounting software, preferably MIP
- Math - Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Manages multiple tasks; organized and methodical, Experience with automated accounting and billing systems, May have knowledge and experience in health care finance, including Federal guidelines regarding budget and financing

## **COMPENSATION**

MCN offers full time, hourly employees an array of benefits including: health insurance, disability insurance, life insurance, a health and well-being stipend, monthly contributions to a health savings account, 18 days/year of paid time off, 21 days off after year three and 12 holidays. Hourly rate is commensurate with experience.

## **START DATE**

Preferably August, 2019

## **APPLY**

Please submit a current resume and cover letter detailing your experience, qualifications, and salary requirements, along with contact information for at least three professional references to

<https://app.smartsheet.com/b/form/06189ff0dd2d40928ca3a10c17399791>

MCN is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

**“ A FORCE FOR HEALTH JUSTICE FOR THE MOBILE POOR ”**

PO BOX 164285 | AUSTIN, TEXAS 78716 | p 512.327.2017 | f 512.327.0719 | toll free 800.825.8205