**Job Announcement**

Position: **Administrative Staff Accountant**

Position Type: **Full Time, Non-exempt**

Location: **Del Puerto Health Care District Office, 875 E Street, Patterson, CA 95363**

Date Posted: **September 07, 2019**

Filing Deadline: **September 14,2018**

Full Job Description and application available at <http://www.dphealth.org/careers>

Applicants may submit completed application and supplementary information to:

**DEL PUERTO HEALTH CARE DISTRICT**

**875 E Street, P. O. Box 187**

**Patterson CA 95363**

Phone (209) 892-8781

FAX (209) 892-3755

www.dphealth.org

Email jobs@dphealth.org

**Administrative Staff Accountant’s Basic Job:**

Provides administrative assistance to the District Office. Is responsible for routine accounting tasks such as bill entry and compiling deposits. Answers and routes phone calls appropriately. Greets visitors and assist/directs them. Courier of interdepartmental items, post office pick up, and makes bank deposits.

**Qualifications:**

● 3 years of experience in accounting, required.

● A 4- year degree preferred

●Fluent in the English language written and oral.

● Bilingual in Spanish a plus.

● Ability to read and interpret documents operating and/or maintenance instructions, and procedure manuals. ●Ability to speak effectively to the Employees of the Health Care Center and Patterson District Ambulance.

**Compensation: $15.88 - $19.01 hr**

**Benefits:**

Eligible employees receive benefits which include Medical, Dental, and Vision Insurance, Paid Time Off, Extended Sick Time, Life Insurance, Retirement with 3% Company contribution and 50% Company match up to 6%.

**All offers of employment are contingent upon passing a pre-employment background screening and a drug and alcohol test.**

**Del Puerto Health Care District is an Equal Opportunity Employer.**