

*Medicom Health is an award-winning developer of patient engagement software. Our customers are some of the most well-known hospitals, clinics and health care systems in the country. We are a leader in design and cutting-edge health technology and have been recognized as one of the 100 Best Companies to Work for in Minnesota and one of the Fast 50 (fastest growing companies in the Twin Cities).*

### **Accounting Specialist/Office Administrator – (Part-Time 24 to 30 hrs/wk)**

#### **Job Description:**

The Accounting Specialist/Office Administrator is a key member of the Accounting team with a focus on supporting the invoicing, payables, and payroll processes. The position work collaboratively with other departments in the company and requires a strong aptitude for details. This position reports to the Controller.

#### **Essential Duties and Responsibilities:**

- Generate customer invoices
- Record and enter all invoices, maintain vendor files, monitor payment due dates and answer vendor questions
- Record and enter monthly credit card expenses
- Reconcile benefit deductions to vendor invoices
- Prepare payroll files for processing
- Support employees with expense reporting through Concur
- Support employees with time reporting in ADP ezLabor
- Assist hiring managers with job postings and scheduling interviews
- Assist with onboarding and offboarding employees
- Assist CEO with expense reporting
- Order office and kitchen supplies
- Assist with company events

#### **Education and/or Experience Requirements**

- Associate degree (A.A.) in accounting, math, business, or equivalent
- Minimum 1 year of experience in one or more of the following: Accounts Receivable, Accounts Payable or Payroll
- Proficiency in Excel and other Microsoft products is preferred
- Experience with Quickbooks or other accounting software
- Exceptional verbal and written communication skills

To learn more about us, please visit our website at [www.medicomhealth.com](http://www.medicomhealth.com). Medicom Health offers a competitive compensation and benefits package. Please submit a resume, cover letter and salary requirements to [careers@medicomhealth.com](mailto:careers@medicomhealth.com).

No recruiters or staffing agencies please.

We are an Equal Opportunity Employer.