

Richmond University Medical Center

Finance

Richmond University Medical Center's Finance Department is responsible for managing the overall economic front of the hospital. It includes preparation of budgets, financial analysis, & statistical reports.

The Finance volunteer is responsible for helping the team with financial reports preparation, doing data entry tasks and assist in reconciling accounts and other duties as needed.

Primary Responsibilities:

- Support department with various finance projects such as budget uploads, account reconciliations and actual vs budget reporting.
- Assist in validating Strata data.
- Assist in validating Workday data.
- Assist finance/accounting teams with other ad-hoc projects.

Minimum Qualifications:

- Strong spreadsheet skills (Excel) and the ability to work with other general computer and financial applications.
- Strong organizational, multi-tasking, and analytical skills.
- Excellent communication skills, both written and oral.
- Working knowledge of Microsoft Office (Excel, Word).
- Strong interpersonal skills and communication (oral and written) skills.

Location: Villa Building, 3rd Floor