

Richmond University Medical Center

Fiscal Affairs Accounting

Richmond University Medical Center's Fiscal Affairs Accounting is responsible for managing the overall economic front of the hospital. It includes preparation of financial statements, accounts payable, payroll and more.

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

Primary Responsibilities:

- Support accountant with various finance projects such as grant and contract reporting, account reconciliation and contract audits.
- Assist in gathering supporting documents for grant reporting.
- Assist in verifying transactions charged to grants.
- 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