



1701 South Harrison Street, Little Rock, Arkansas 72204
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Community Health Centers of Arkansas is seeking a “Contractor” to serve as a Finance Assistant for a 10-month Grant Program “Community-Based Workforce Services to Increase COVID-19 Vaccinations in Underserved Communities”

Position to be filled: Finance Assistant (contractor based)

Organization seeking Finance Assistant: Community Health Centers of Arkansas, Inc.

Grant Funded 10-month project period: Start Date –January through October 2022 (hiring ASAP)

Grant: Community-Based Workforce to Increase COVID-19 Vaccinations in Underserved Communities

Contract Amount: \$45,000 (based on a 10-month contract – Jan-Oct 2022)

Education Requirements: Bachelor’s degree in accounting, business administration, management or related field from an accredited college or university and at least one year experience in accounts payable. Must be COVID-19 fully vaccinated.

Description:

Assists in maintaining computerized corporate accounting records; assists in preparation of disbursements and reports; prepares accounts payable disbursements. Performs general clerical duties which may include filing, copying and collating printed material, and typing. Finance assistant will receive incoming invoices. Ensures that required documentation is attached to the invoice and appropriate approval for payment has been indicated; use prescribed chart of accounts, assigns proper codes to accounts payable; enter data into the computerized accounting system for accounts payable for review by CFO; track/monitor incentives purchases/distributed, and incentive pay for CHWs.

Skills needed: Experience in accounts payable; knowledge of accounting; skilled in the use of Microsoft Office, with an emphasis on Excel; knowledgeable of computer technology; ability to adapt to changing environments; ability to work well with co-workers and peers; ability to multi-task; detail-oriented and accuracy; and ability to organize and prioritize.

Please submit a resume and interest letter to Karin Slater @ kslater@chc-ar.org

CHCA is an equal opportunity employer. At Community Health Centers of Arkansas, we take pride in providing equal employment opportunities to everyone regardless of their race, ethnicity, beliefs, religion, marital status, gender,

gender identity, citizenship status, age, veteran status, or disability. Accordingly, the purpose of this policy is to reinforce our commitment to the creation and maintenance of a diverse workplace where equality, respect, and consideration for one another are the norm.