



# Job Description

<b>Position Title:</b>	Accounts Administrator
<b>Reports to:</b>	Director of Finance
<b>FLSA:</b>	Exempt
<b>Department:</b>	Intake
<b>Classification:</b>	Staff, union-eligible
<b>Pay:</b>	\$52,000/year
<b>Date:</b>	December 2022
<p>Preterm is a trusted abortion healthcare provider, a trainer of future healthcare providers, and an advocate for every person's right to determine if or when to become a parent.</p> <p>Preterm is held to the highest medical standards as an Ohio-licensed ambulatory surgery facility. For nearly 50 years, we have been an innovative leader in healthcare, with a reputation for excellence.</p> <p>We are committed to keeping our services as affordable as possible. Preterm provides nearly \$1 million in financial assistance to patients each year, with 95% of abortion patients receiving some amount of financial aid.</p> <p>Preterm is a vocal advocate for reproductive health, rights, and justice locally and across the country and is dedicated to communications projects that reduce abortion stigma.</p>	

## Position Summary

The Accounts Administrator supports the Director of Finance and the Executive Director.

This is a full-time, salaried position. Some Saturdays may be required. This position is based in-office, with occasional work-from-home considered. This position is in the bargaining unit.

## Duties and Responsibilities

1. Bookkeeping
  - a. Payroll processing, calculation and taxes
  - b. Accounts payable
  - c. General accounting
  - d. Support Director of Finance in financial reporting
2. Grant tracking, in coordination with the Development Officer
3. Benefits coordination
4. Other duties as required

## Values and Behaviors

1. Respect
2. Autonomy
3. Empathy
4. Feminism and intersectionality
5. Excellence with integrity
6. Intentional stewardship

## Job Requirements

1. Commitment to reproductive justice and Preterm's mission.
2. Demonstrated success in delivering high-quality work products on a consistent, reliable basis in a fast-paced work environment.
3. Ability to work collaboratively and independently.
4. Familiarity with institutional bill-paying and tracking.
5. Proficiency in Quickbooks Pro.
6. Fluency with Google Suite and Microsoft Suite.
7. Experience in a healthcare facility or reproductive justice preferred.

## Education and Experience

- Education: Associates Degree or 4 years experience in general accounting.
- Years of relevant experience: 2 years in general accounting, with a reference for experience working in healthcare settings.

## Working Conditions and Physical Requirements

- The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
- The noise level in the work environment is usually quiet to moderate.
- This position is performed in an office setting.
- The schedule is generally normal business hours although there is a requirement to perform work, attend meetings and events before or after normal working hours, and occasionally on weekends and evenings.
- Lift light objects [less than 20 pounds] and carry them short distances [20 feet or less].

### Compensation & Benefits

The annual salary for this position is \$52,000. This is a full-time, exempt position based on a 40- hour work week. Most of our work takes place during the hours of 9 a.m. to 5 p.m., but there are instances where evening and weekend hours are needed for events and priority initiatives.

Benefits include accrued PTO, healthcare with the majority paid by Preterm, and paid leave.

Preterm is proudly unionized through SEIU. This position is union-eligible.

Please submit your resume and a brief cover letter explaining your interest in providing abortion care to [amaple@preterm.org](mailto:amaple@preterm.org). The email subject line should read: Accounts Administrator Job Application