

NorthCare Network

1230 Wilson Street
Marquette, Michigan 49855

POSITION TITLE: Staff Accountant

QUALIFICATIONS: Bachelor's Degree in Accounting required. Minimum 3 years of experience working in the accounting field required. Experience in general ledger accounting, financial reporting, budget development and analysis, journal entry preparation and account reconciliation required. Experience in accounting principles and practices of governmental accounting, standards, laws, and regulations preferred.

STATUS/HOURS: Competitive Wage, plus full-time benefits. Regular full-time/80 hours biweekly

SALARY RANGE: \$63,169.60 to \$85,280.00. Starting salary will be determined based on education and experience.

LOCATION: Marquette, Michigan
Many positions offer a hybrid work schedule with supervisor approval.

NorthCare Network is a Specialty Prepaid Inpatient Health Plan (PIHP) located in Marquette, Michigan and is responsible for the management and service array available to residents of Michigan's Upper Peninsula with behavioral health needs covered by Michigan Medicaid and specialty grants for substance use disorder services.

RESPONSIBILITIES INCLUDE: Under the supervision of the Chief Financial Officer (CFO), this position is responsible for assisting with a variety of accounting functions and provides financial support to the CFO. This includes assisting with financial statements, maintaining the general ledger, budget preparation, preparing for annual audits and other various financial reports and functions within the organization. This position is also responsible for processing accounts payable including payments and invoicing, vendor management, reconciliation, filing, and document retention for audits.

Send a cover letter and resume to: Attn: Human Resources
NorthCare Network
1230 Wilson Street
Marquette, MI 49855
Email: hr@northcarenetwork.org

Deadline to apply: Until the position is filled.

NOTICE TO APPLICANTS: Any offer of employment is contingent on a criminal background check, primary source verifications, exclusion, and reference checks. An Equal Opportunity Employer.



Customer Service: 888-333-8030 or (906) 225-7254

Admin. Fax: (906) 232-1070 Clinical Fax: (248) 406-1287 SUD Fax: (248) 406-1286
www.northcarenetwork.org