



425 20th Avenue South, Minneapolis, Minnesota 55454

Finance/Billing Manager

The Cedar Riverside People's Center mission is to promote the health and wellbeing of the residents of the Cedar Riverside and neighboring communities. To accomplish this goal CRPC operates the People's Center Health Services, a federally qualified health center providing primary care, behavioral and oral health services at two locations in south Minneapolis.

Department Overview

The Finance/Billing Department provides support and oversight/accountability for our many financial functions, and provides support to all levels of management. This support includes departmental financial functions such as research and trend analysis relative to the financial complexities of a federally qualified health center, profitability reporting, financial information, and management of the Billing department.

Position Summary

Finance/Billing

- Prepare and enter monthly general ledger entries
- Prepare monthly bank reconciliations
- Prepare detailed financial statements for program directors, for the CFO, and for the Finance Committee of the Board as requested
- Provide analysis as to financial trends and ways in which problem areas can be addressed and resolved
- Assist with the preparation of the annual audit
- Maintain all bank accounts
- Assure all receivables and payables are current
- Management of the Billing and Coding staff

Contract and Grant Management:

- Track and report grant and contract accounting/financial transactions
- Prepare monthly/quarterly/semi-annual invoices to assure timely reimbursement from funding entities
- Make bi-weekly draws from federal account for payroll purposes

Experience

- BA or BS degree in accounting or finance; CPA preferred but not required
- Five years high-level productivity-based healthcare management experience required; five years high-level management experience in an FQHC business-driven environment preferred.

How to Apply

- Please submit resumes to Rhonda Eastlund at eastlundr@peoples-center.org or mail at 425 20th Avenue South, Minneapolis, MN 55454