



Staff Accountant

Radiant Health Centers (RHC) seeks a Staff Accountant to join our finance team. This position assists in the overall fiscal control of the organization, including, but not limited to, accounts payable, accounts receivable, general ledger, auditing, receipts, disbursements and related financial statements and year end closings.

With a team of caring and committed individuals and hundreds of dedicated volunteers, RHC is working to eliminate the stigma and overcome health disparities impacting the Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+) community by providing healthy and compassionate care options.

RHC is the largest Orange County provider for such healthcare services and is currently expanding its capacity with plans to create a dedicated Federally Qualified Health Center (FQHC) for the LGBTQ+ community.

The Staff Accountant will be reporting to the Director of Finance and will:

- Prepare recurring month end journal entries, including, but not limited to, cash receipts, agency overhead allocation, identify pre-paid expense entries, bank and account reconciliation.
- Identify and assemble all pertinent documentation, forms, and reports for reimbursement from various public and private grants
- Support the preparation of monthly financial statements for the agency as well as the various governmental and private foundation grants
- Assists with compilation of lead schedules for third party and government audits
- Assists with preparation of annual budget and other forecasting tools
- Support the analysis and development of systems and processes that provide high quality of information to funding sources, the RHC management team and the RHC Board of Directors
- Support the department in A/P, A/R, Payroll, and other clerical duties as assigned

How to Apply

To apply for the Staff Accountant position, please forward a cover letter and resume using one of the following methods:

- Email your resume and cover letter to Nathaniel Nocum: nnocum@radianthealthcenters.org .
- Mail to Radiant Health Centers, Attn: Nathaniel Nocum, 17982 Sky Park Circle, Ste J, Irvine, CA 92614
- Fax to (949) 809-5779
- No phone calls, please

RHC is an Equal Opportunity Employer