



JOB ANNOUNCEMENT

Posted: February 21, 2019

BUSINESS OPERATIONS COORDINATOR

Responsible for performing a variety of activities in the Business Office including accounts payable, inventory, human resources, payroll, patient billing and general administrative duties.

Hours: Full Time **Compensation:** \$17.00-\$17.50/hr. **Supervisor:** Finance Director **Start Date:** 4/8/19

WHY WOMEN'S HEALTH?

- ✓ **We make a real impact** for those we serve. As the first abortion provider to open in Colorado, we remain innovative and locally focused, honoring the legacy of our founders. We aim to create access to family planning and sexual healthcare services and education for those who need it the most by breaking down barriers that exist in our community.
- ✓ **We support each other.** The culture at Women's Health is built around trust, collaboration, and respect. Diverse backgrounds, experiences and viewpoints are celebrated and valued here. Our approximately 40 staff members are driven by their personal passion for our cause, and come together to build strong, effective programs.
- ✓ **Our benefits package** for full-time employees includes eight paid holidays, paid time off (vacation + sick), medical coverage, long-term disability, a 403b retirement plan, and an Eco-Pass.

The Mission of Boulder Valley Women's Health Center is to provide accessible, confidential and comprehensive gynecological and reproductive healthcare, including sexual health services and education. We envision a healthy community of people empowered to make informed choices about their sexual health and well-being.

PRIMARY RESPONSIBILITIES:

- **ACCOUNTS PAYABLE:** Process, reconcile and enter all invoices into specialized accounting software. Maintain vendor payable files, produce necessary reports and generate checks to ensure timely vendor payments.
- **HUMAN RESOURCES:** Maintain employee files, manage employee benefit education and enrollment, perform bi-monthly payroll and update PTO balances. Oversee new-hire onboarding process.
- **INVENTORY:** Manage and work with Inventory team for office and medical supply orders by generating and updating monthly department inventory spreadsheets, ordering supplies, updating prices, purchasing supplies from local vendors, ensuring vendor accuracy of charges and assisting with the unpacking of supplies when necessary.
- **SPECIAL NEEDS FUND:** Coordinate with the case manager of the Special Needs Fund to administer all program payments.
- **PATIENT BILLING/COLLECTIONS:** Assist billing team with patient collections, refunds, payment posting and encounter maintenance in NextGen.
- **ADDITIONAL DUTIES:** Prepare daily deposits, take deposits to the bank, answer general phone and email inquiries, oversee office equipment/computer troubleshooting, run routine errands, and support the Finance Director with additional projects as needed.

QUALIFIED APPLICANTS WILL DEMONSTRATE:

- Strong commitment to reproductive justice, and an ability to demonstrate knowledge and passion for the mission of Women's Health.
- Strong work ethic and collaborative work style.
- Robust technology and computer skills including Microsoft Word and Excel. Experience with NextGen electronic health records software is desirable.
- Solid organizational skills and attention to detail. Bookkeeping and/or Human Resources experience preferred.

Women's Health values diversity and is committed to hiring individuals from various backgrounds. As an Equal Opportunity Employer, we do not discriminate based on race, color, religion, gender identity, gender expression, sexual identity, national origin, age, or ability.

TO APPLY:

- Email your resume and a cover letter, specifically addressing the position responsibilities and your associated qualifications, to:
 - **Heidi Halpern, Finance Director:** heidi@bvwhc.org
- Accepting applications through March 8, 2019.
- No phone calls, please.
- Employment at Women's Health is contingent upon candidate passing background check.