

***** JOB OPENING NOTICE *****

Open: April 2, 2025

Accounting Coordinator

The Missouri Hospital Association is seeking an accounting coordinator to perform a variety of accounting and clerical duties including accounts payable, accounts receivable, general ledger transaction entry and other financial duties.

Associate degree in accounting or business administration with an accounting emphasis and at least three years of accounting experience is highly preferred. Proficiency with Microsoft Excel and in using enterprise resource and planning software is essential. Knowledge of Microsoft Business Central is a plus. Must perform duties within established guidelines for accounting practices and in accordance with internal procedures. Must be able to handle diversified duties efficiently and accurately while working under limitations of time. Experience with handling confidential information and communicating effectively with people at all levels is preferred.

MHA is an equal opportunity employer with a drug and smoke-free work environment. MHA participates in the E-Verify Program. Submit resume and salary requirements to Human Resources, P.O. Box 60, Jefferson City, MO 65102-0060 or email to humanresources@mhanet.com.