



# Bookkeeper

## ORGANIZATION

The Grossmont Healthcare District (District) is a public agency that supports health-related community programs and services in San Diego's East County region, and leases Grossmont Hospital operations to Sharp HealthCare on behalf of local taxpayers. The District is governed by a five-member board of directors, representing approximately 500,000 people residing within the District's 750 square miles. The District also operates the Herrick Community Health Care Library (Library), a public library specializing in consumer health information, education, and outreach.

## POSITION

Reports To: Chief Administrative Officer  
Type: Full Time, Nonexempt  
Salary: \$55,000 - \$75,000  
Benefits: Employer Paid Employee, Spouse & Family Medical, Dental, Vision, Long-Term Care (restrictions apply), Life Insurance, 11 State holidays; 2 weeks' vacation; 3 personal days; and 12 sick days per year, CalPERS benefit retirement (restrictions apply) & more  
Hours: 8:00am – 4:30pm, M – F  
District Team: 11 full time and 4 part time staff

## POSITION OVERVIEW

GHD is seeking a Bookkeeper to perform a wide range of activities covering all aspects of accounts payable, payroll, and general ledger accounting. Contributions of talent include processing and maintaining records for cash disbursements, cash receipts, payroll, compensation and benefits, bank reconciliations, journal entries, budget to actual variance calculations and analysis, and special accounting tasks and projects.

## WHY WORK AT GHD?

The best part of working with the Grossmont Healthcare District team is knowing you are a part of our mission to build a healthier community. Serving the public's interest, our staff is proud to make a difference, being responsible stewards of the taxpayers' money and the community's need for health care services. Our small team ensures each member has a big role.

## HOW TO APPLY

Apply online through [Indeed.com](https://www.indeed.com) or [GovernmentJobs.com](https://www.governmentjobs.com). Position will be open until filled.