LINCOLN COUNTY HOSPITAL DISTRICT
GROVER C. DILS
MEDICAL CENTER

**Now Hiring: Financial Administrative Assistant (Part-Time)**

- **Location:** Caliente, Nevada
- **Department:** Administration / Finance
- **Employment Status:** Part-Time, up to 19 hours per week, Non-Exempt
- **Schedule:** Flexible / To Be Determined

**About the Role:** Grover C. Dils Medical Center is looking for a detail-oriented, dependable **Financial Administrative Assistant** to join our Administration and Finance team. Reporting directly to the Controller/CFO, this part-time position plays a vital role in keeping our daily financial operations running smoothly—from maintaining accurate financial records and assisting with bank reconciliations to preparing reports for leadership and the Board of Trustees.

Because we operate as a close-knit team, this role also cross-trains to provide essential backup support for Accounts Payable/Payroll and Materials Management. If you are organized, thrive on accuracy, value strict confidentiality, and want to contribute to local healthcare in Lincoln County, we would love to hear from you.

**What You'll Do**

- **Accounting & Reconciliations:** Assist with general ledger reviews, month-end and year-end closings, bank reconciliations, and researching financial discrepancies.
- **Reporting & Audit Support:** Help compile monthly financial summaries, track departmental budgets, and organize documentation for annual audits and cost reporting.
- **Accounts Payable & Purchasing Backup:** Review invoices and purchase orders, maintain vendor records, and serve as cross-trained backup for AP/Payroll and Materials Management.
- **Systems & Administration:** Maintain organized physical and digital financial records, work within accounting software (Multiview and TruBridge), and provide administrative support to the Controller/CFO.

LINCOLN COUNTY HOSPITAL DISTRICT
GROVER C. DILS
MEDICAL CENTER

**What We're Looking For**

- **Education:** High school diploma or equivalent required; an Associate degree in accounting, finance, or business administration is preferred, but not required.
- **Experience:** Prior experience in bookkeeping, accounting, or administrative support is preferred (healthcare experience is a plus, though not required).
- **Technical Skills:** Solid proficiency in Microsoft Office—especially Excel—and a willingness to learn Multiview and TruBridge.
- **Core Strengths:** High attention to detail, strong organizational habits, clear communication skills, and the ability to handle sensitive information with complete discretion.

**How to Apply** To apply, download application at our website, Grover C. Dils – Bringing Quality Healthcare to the High Desert Careers section. Please submit your resume and application to hr@gcdmc.org or drop off a copy in person with Human Resources at Grover C. Dils Medical Center.

*Grover C. Dils Medical Center is an Equal Opportunity Employer.*