



Fiscal Clerk
Outpatient Medical Center, Inc.

OMC seeks a Fiscal Clerk to fulfill tasks and duties related to accounting and other fiscal services. Duties include, but are not limited to, preparing monthly account reconciliations; preparing supporting journal entries; tracking and monitor check notices; vendor file maintenance and all other duties assigned. Competitive salary based on experience and qualifications.

Job Type: Full-time

Salary: \$30,000.00 - \$40,000.00 per year

Expected hours: 40 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift
- Monday to Friday

Location: Natchitoches, LA 71457: Relocate before starting work (Required)

Work Location: In person