

## SCHOLARS IN SERVICE – JOB DESCRIPTION

### **Sierra Meadows Foundation (DBA Birdie Lou Counseling Center)**

Sierra Meadows Foundation was first formed in 2019 with the goal of reaching underserved members of our community who would benefit from high quality mental health care. In 2021, the Sierra Meadows Foundation opened its first counseling center, the Birdie Lou Counseling Center.

Birdie Lou Counseling Center provides free counseling services to those with mild to moderate mental health concerns. Our treatment providers are primarily therapists-in-training, who are closely supervised by our team of licensed clinical supervisors. Utilizing this model allows us to provide services at no cost to the public, ensuring that we can reach populations in the community who would typically not be able to afford mental health services. Additionally, we prioritize those without insurance so that we are providing access to services to those who would not traditionally be able to access care at all.

[www.sierrameadowsfoundation.org](http://www.sierrameadowsfoundation.org)

Our team is composed of compassionate & hard-working staff and volunteers who are committed to making a difference in our community.

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### **Job Title: Finance Coordinator Number of Openings: 1**

The finance coordinator is responsible for serving the company by tracking, maintaining, and overseeing the daily movement of money in and out of business banking accounts.

This individual must have a high degree of attention to detail, a passion for developing and implementing systems, and a love for working in a fast-paced environment where we work hard & have high standards. Additionally, our team loves to laugh and build community, so we seek to find a like-minded individual for this role.

Accounting / Business coursework and/or experience is required for consideration. Basic knowledge of Quickbooks would be helpful.

This position requires M-F availability during normal business hours, with flexibility on the precise schedule. The position would require 3 to 4 hours per week.