



First Choice Physician Partners (FCPP) is a non-profit Medical Foundation serving five markets in the California state (<http://firstcaliforniaphysicianpartners.com/>). FCPP is a part of Tenet Health. With over 2500 Physicians across the country, we welcome you to become a part of a Fortune 200 environment here locally in the Central Valley.

- Non-profit
- Immediate

Administrative Intern

Category: Administrative/Clerical

Facility: First Choice Physician Partners (Tenet Healthcare)

Shift: Days

Job Details:

The administrative intern will be responsible for assisting FCPP Administration in facilitating projects aligned with the Foundation's accounting roles. This role will provide support to Modesto's accounting team.

The FCPP administrative intern is expected to:

-Review totals on the daily cash balancing worksheet for accuracy for all FCPP locations.

-Verify that all credit card payments posted in the billing system matches to the daily settlement reports. If there are any discrepancies, please work with the practice to resolve the issue.

-Ensuring that all 40 locations are making their daily deposits to the bank.

-Update daily cash balances and monitor cash flow.

-Primary contact for all practice in regards to end of day process

-Monitor and track issues related to time of service payments

-Reconcile bank statements for 2 different bank accounts

-Ability to manage, prioritize, multi-task and adapt to changing priorities in a fast-paced environment

-Experienced with Microsoft Excel



Requirements: Bachelor's Degree. Strong analytical skills with high attention to detail. Excellent organizational, project management and problem solving skills. Ability to work independently with little directions. Proficient written and verbal communication skills. Proficient knowledge of personal computers - Microsoft Office products. Interpersonal and communication skills required to work with a variety of medical and management personnel.

To Apply, please direct all resumes to the following individuals:

Tonee Tran (tonee.tran@tenethealth.com), Sr. Financial Analyst
Betina James (betina.james@tenethealth.com), Market Operations Manager
Neil Pithadia (neil.pithadia@tenethealth.com), Market Operations Director