

CAMBRIA COMMUNITY HEALTHCARE DISTRICT JOB DESCRIPTION

Bookkeeper/Clerical Assistant – Part-time

JOB SUMMARY

This position is for an experienced Part-Time Bookkeeper/Clerical Assistant to assist in managing the District's routine accounting and finance requirements. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines. This FLSA non-exempt position is responsible for assisting the administrative staff in carrying out all bookkeeping/clerical duties required to assure new employees are processed in, employees are paid, suppliers are timely paid, patients (including insurers) are promptly billed for services provided and other financial obligations of the Cambria Community Healthcare District (CCHD) are carried out in a timely and professional manner. The position accomplishes accounting and administrative tasks using software to support a high-quality ambulance service providing best value to stakeholders. This position is expected to require a normal operating maximum of 32 hours a month, with the potential for additional hours as needed to be determined by the Administrator.

PAY & BENEFITS

This is a part time position. Hourly wages will be proportionate with experience, knowledge and performance. There are no employee benefits provided for this position other than sick leave as may be required by law. Reasonable vacation time will be provided without compensation.

SUPERVISION RECEIVED

Reports to and follows the direction of the District Administrator.

NECESSARY KNOWLEDGE AND ABILITIES

The position requires a broad understanding of accounting and administrative processes.

Knowledge, skills and abilities related to performance of general office clerical duties including, but not limited to:

- Microsoft Office; Word, Excel, Outlook
- QuickBooks

EMPLOYMENT CONDITIONS

- Ability to pass a general background security investigation.
- Willingness to sign a confidentiality statement.
- Successful completion of drug testing.

EDUCATION AND EXPERIENCE

A high school diploma, or equivalent, is required. Experience in accounting and/or bookkeeping is required.

Coursework in accounting or business administration or equivalent experience is desired.

Minimum of five years relevant experience at a comparable or larger organization is desired. Experience with emergency medical services or related health services billing is desired.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Maintaining records according to generally accepted accounting principles including the recordation of general journal entries, accounts payable, accounts receivable, cash management, and reconciliation of bank statements.
- Applying strong accounting skills, including A/P, A/R, purchasing backup, journal entries, and all bookkeeping through financial statement preparation.
- Ensures district records are appropriately and economically prepared and maintained.
- Issues required reports as required.

- Processes and monitors garnishment orders and other issues that impact payroll specifications.
- Maintains and documents all payroll records.
- Conducts periodic audits of all payroll records as directed by the Administrator.
- Reconciles the general ledger with regard to payroll transactions.
- Supports the annual audit performed by an audit firm hired by the Board.
- Develops monthly and quarterly accounting reports for the Board as directed by the Administrator.
- Implements and monitors the monthly, quarterly and year-end closeout accounting schedules and generates all reports required by law and the Board of Directors.
- Performing occasional duties of the Administrative Assistant, as assigned.