

Skamania County Public Hospital District # 1

Position Title:	Administrative Assistant	Date Approved:	10/18/2021
Reports To:	Superintendent	Amended:	11/18/2022
FLSA Status:	Non-Exempt, Hourly Employee		

SUMMARY

Under the direction and general supervision of the Superintendent, this position is responsible for performing a variety of financial, clerical office and confidential human resources duties related to the administration of the Skamania County Public Hospital District.

Work is performed with considerable independent judgment requiring attention to detail and a strong grasp of administrative and financial functions and processes. All work is performed in accordance with the law, the established policies and procedures of the agency.

PRIMARY FUNCTIONS

As assigned, provides administrative support to the Superintendent and agency staff; including preparing, auditing, filing, drafting or submitting agency documents of an administrative or financial nature.

Prioritizes incoming accounts payable and processes initial entry of claims in a timely manner and within budgetary guidelines. Processes initial entry of invoices and payments on account for receivables; coordinates with third party contractors to facilitate billing on ambulance service accounts

Reconciles accounts and prepares financial statements for review and approval by the Superintendent or the Board of Commissioners'. Assists in review and audit of agency accounts and records; verifying work of agency staff.

At the direction of the Superintendent, drafts, prepares and distributes documents for the Board of Commissioners meetings.

Serves, when assigned, as the Secretary to the Board of Commissioners.

Establishes and maintains professional working relationships with agency personnel and community members.

As assigned, performs same or similar duties for special purpose districts related to emergency and fire services.

PERIPHERAL FUNCTIONS

Performs a full range of secretarial, clerical, financial or human resource tasks including receptionist services, transcribing written or recorded dictation, typing a variety of correspondence, data entry, record keeping, accounting, payroll and similar tasks.

Performs special administrative, financial or research projects as assigned; providing data and reference to assist the Superintendent in development of policy and programs.

Administers required postings on the agency website, which may include meeting notices, agendas, minutes and similar.

Supports agency work by participating, when assigned, in business meetings, internal agency committees and community events.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Proficient knowledge of administrative practices and procedures, business correspondence, filing, accounting, payroll and bookkeeping.

Knowledge of local and state government entities in correlation to agency work.

Ability to use standard office equipment and equipment related to the functions of the position, including software applications specific to the work performed.

Ability to work in a fast-paced environment, deal with rapid changes in deadlines and events, remain calm in stressful and emergency situations.

Ability to communicate clearly and concisely, orally and in writing.

Skill in organization, time management, general business math, customer service skills.

Ability to walk, stride or maneuver in, at, over or across work areas and facilities.

Ability to lift, move, adjust or maneuver files, equipment and materials weighing up to 50lbs.

EDUCATION AND EXPERIENCE

High School Diploma or GED

3 years of experience in an administrative or accounting position with government services/agency or financial institution ~ **OR** ~ 5 years' experience in an industry similar to or inclusive of administrative and financial professions.

LICENSING

Must possess a valid driver license

Must be able to pass a criminal background check

Must have a moderate to good credit rating, verified by a credit check

Notary Public License (optional)

First Aid/CPR (or ability to obtain within six months)

WORKING CONDITIONS

Work is performed primarily in a busy office environment subject to frequent interruptions and also subject to emergency medical incidents. Work may require frequent attendance at department meetings at varied times and locations; requires some weekend, holiday, and evening work. Employee may be subject to unanticipated emergency work schedules. This position may work in a deployed position and/or off site at locations relative to interlocal agreements or emergency declarations.

DISCLAIMER: The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Skamania EMS & Rescue provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Skamania EMS & Rescue complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Skamania EMS & Rescue expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of Skamania EMS & Rescue employees to perform their expected job duties is absolutely not tolerated.