



## **POSITION DESCRIPTION**

**JOB TITLE:** Accounting Office Assistant

**SALARY:** DOE

**REPORTS TO:** Accountant/Executive Director

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**BASIC FUNCTION:** Performs a variety of Accounting and administrative functions. Assist the Accountant to perform all accounting functions to process various transactions, analyze financial information.

**SCOPE OF WORK:** Assist and coordinate with office activities to ensure achieve maximum expense control and productivity. Familiar with a variety of concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintain an understanding of each Accounting functional area
- Apply judgment in determining work methods and balancing competing priorities.
- Ensure program compliance, safety procedures contracts, state and federal regulations.
- Handle confidential and sensitive information with poise, tact, and diplomacy
- Organize and prioritize large volume of information and assignments, including paper and electronic filing through network server
- Work independently and within a team on special and ongoing projects when necessary
- Projects a positive image of organization and conduct one'sself professionally at all times, when dealing with internal and external colleagues, consistent with the values and culture of the organization.
- Perform all other duties as assigned
- Assist CEO, Executive Director and Care Coordinator Administrator as needed

### **KNOWLEDGE, SKILLS AND ABILITIES;**

- Strong interpersonal skills and customer service
- Must have knowledge of the HIPPA laws of 1996 to maintain and safeguard confidential medical and personal records
- Knowledge of various Microsoft software applications, such as MS Word, Ms Excel.
- Multi-line phone, copiers and fax machines
- Effective written and oral communication skills
- Ability to consistently be at work and on time
- Ability to maintain a confidential working relationship

- Excellent personal organizational skills
- Ability to follow oral and written instructions
- Ability to communicate effectively and maintain a positive attitude

**QUALIFICATIONS:**

- Must have a high school diploma or GED
- 1-2 or more years in Accounting, administrative or office experience
- 1-2 years' experience in the Healthcare Field preferred
- Must be at least eighteen years of age and have a valid Alaska Drivers License
- Must be able to pass a Criminal Background Check
- Must have a high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrative poise, tact, and diplomacy
- Must be able to interact and communicate with individuals at all levels of the organization.
- Must have knowledge of a variety of computer software applications in accounting, word processing, spreadsheets, database and presentation software (QuickBooks, Microsoft Outlook, Word, PowerPoint and Excel)
- Requires continual attention to detail and composing, typing, and proofing materials, establishing priorities and meet deadlines. Must be able to work in a fast paced environment with demonstrated ability to juggle multiple competing tasks and demands

**WORK ENVIRONMENT:**

- Ability to work in an office setting
- Position may require extended hours including evenings and weekends, travel to clients residency.

**ACKNOWLEDGMENT:**

**Note:** The above statements are intended to describe the general nature of the work performed by the Accounting Office Assistant. These statements are not to be construed as an exhaustive list of all responsibilities, tasks and skills required of an employee in this position. HAHOC reserves the right to require that other tasks be performed when warranted (for example by emergencies, changes in personnel or workload, corporate reorganization, or technical development). HAHOC also reserves the right to revise this job description.

*I, \_\_\_\_\_, acknowledge that I have read this job description and I am able to perform the essential functions and responsibilities of the position.*

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Print Name

Signature

Date