

UNIVERSITY SURGICAL ASSOCIATES, INC.

POSITION DESCRIPTION

Job Title: Administrative Assistant to Accounting & Director of Financial Operations	Dept. Code: 200	OSHA: III
Department: Accounting	Salary Range: See levels	Original Date: 09/27/2019
Immediate Supervisor: Accounting and Human Resources Manager	Division: Accounting	Last Revised: 09/27/2019

GENERAL SUMMARY:

Functions as the Administrative Assistant for University Surgical Associates' Accounting Department and as the Administrative Assistant to the Director of Financial Operations, with primary accountability to the Manager of Accounting and Human Resources. The Administrative Assistant to Accounting will assist the accounting office with a variety of duties, including answering phones, filing, data entry, and reconciling accounting reports. Additional responsibilities to assist the Director of Financial Operations with administrative tasks will be assigned as needed.

ESSENTIAL FUNCTIONS:

- Answering and screening telephone calls.
- Open daily mail.
- Preparing daily deposits.
- Ordering all stationary, books and office supplies.
- Maintain calendars
- Maintain employee database.
- Maintain Emergency Mode Ops Plan binders.
- Schedule company-wide meetings
- Schedule annual Committee meetings
- Schedule new employee training sessions.
- Assisting with annual file purging
- Recording and reconciling all monthly billing cash receipts.
- Assisting with 403(b) contributions and payroll processing.
- Performing quarterly analysis of all hospital staff support.
- Update benefit spreadsheets with employee salary information.
- Administer company safety compliance training.
- Maintain employee auto insurance policy information for mileage reimbursement.
- Responsible for other duties as may be assigned by the Director of Financial Operations or the Manager of Accounting and Human Resources.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Graduate of an accredited secretarial school or college
- One to three years' office experience preferably in a financial / accounting setting
- Computer literate with strong knowledge of Microsoft Office Professional Suite software, particularly Excel.
- Ability to represent the organization in a professional manner and promote a positive image of the organization.
- Interpersonal skills necessary to communicate effectively with all internal and external contacts.
- Strong attention to detail and sensitivity to confidential information.
- Ability to work independently and meet strict deadlines.
- Possible physical requirements include lifting of upwards of twenty pounds.