

## POSITION DESCRIPTION

### Administrative Assistant

(Scheduling & Accounting)

### Position Summary

The Administrative Assistant responsibilities of this position include a variety of duties supporting the accounting and scheduling teams of the PCN

Main Hours of Work: 8:30 am – 4:30 pm Monday to Friday  
Occasional hours: 10:00am – 6:00pm Tuesday to Thursday

### Key Responsibilities

#### Admin & Scheduling:

- Assist with data entry of referrals into databases accurately and in timely manner
- Assist with Zoom workshops when required
- Maintain and fill resource orders for PCN providers
- Assist the Office/I.T. Administrator with scheduling and developing social media posts
- Answer phones/direct callers to the appropriate staff and assist with routine inquiries
- Greet and receive visitors and staff courteously at the main office and Street Clinic when required to secure desk coverage
- File, photocopy, collect, sort, and distribute mail and other routine clerical duties
- Organize and maintain filing systems; maintain records related to specific area of assignment
- Assist scheduling staff with calls as time permits for patient appointments for providers and/or workshops
- Perform other duties as assigned

#### Accounting:

- Process incoming invoices in preparation for entry into Sage50 on a consistent basis
- Enter invoices to correct accounts using departments and allocations to projects for two organizations
- Assist in preparing and maintaining quarterly physician program spreadsheets and accurately roll over spreadsheets to new fiscal year
- Maintain up-to-date, complete, and systematic filing system to support bookkeeping records
- Issue remittance advice to vendors once ACH batches have been released at bank on a biweekly basis
- Must maintain a high level of confidentiality with all employee, vendor, and contractor information
- Assist in quarterly, mid-year, and annual report preparation as needed
- Assist in annual audit process
- Perform other duties as assigned

### **Payroll & Human Resources:**

- Assist in processing timecards to ensure timely submission of biweekly payroll
- Practice Permits /CPR/other education record maintenance in ADP Workforce Now
- Assist with benefits administration to ensure timely enrollment/adjustment of benefits
- Maintain employee personnel files & ensuring all current personnel records are saved digitally
- Prepare HR onboarding packages for new hires
- Assist in processing new employee paperwork and setup of personnel file
- Perform other duties as assigned

### **Qualifications**

#### **Education & Experience:**

- Two years' college level accounting/bookkeeping qualification or equivalent work experience
- Minimum of three years related experience and/or training is considered an asset
- Office experience with data entry and solid phone skills is required
- Progressively responsible work experience in a similar occupation may be substituted for the educational requirement

#### **Technical Skills:**

- Excellent and proficient knowledge, understanding, and usage of all Microsoft Office programs (including Word, Excel, Access, PowerPoint, and Outlook)
- Electronic Medical Records – WOLF or equivalent
- Sage50 or equivalent accounting system experience and knowledge is essential
- ADP Workforce Now administrator experience and knowledge is considered an asset

### **Knowledge and Abilities**

#### **Ability to:**

- Maintain a high level of confidentiality of information processed; exercising confidentiality, tact and diplomacy
- Work equally well alone and as part of a team (*i.e., collaborating in the development of a project and openly receive feedback for successful completion of project*)
- Ability to think on your feet; when things change you can change with it easily and apply knowledge between tasks and maintain poise under pressure, prioritize, and organize work in a fast paced environment
- Must be able to work flexible hours occasionally, as operational needs dictate
- Must be assertive, proactive, and seek work and clarification on issues/concerns that arise
- Excellent verbal and written communication skills with a strong attention to detail

- Dependable, accountable, responsive, and committed to follow-through activities
- Plan and organize work to ensure that deadlines are consistently met
- Operate standard office equipment

**Knowledge of:**

- Standard office procedures such as filing, typing, scanning, faxing, answering telephones
- Reading skills sufficient to understand information and materials related to the assignment

**Supervision**

Direct: Office/I.T. Administrator and Accounting Administrator  
Indirect: Executive Director