



JOB DESCRIPTION

Job Title: Administrative Assistant/Receptionist **Department:** Accounting Department
Incumbent: **Reports to:** Senior Vice President,
Accounting/CFO
Employment Date:
Nonexempt Position

JOB SUMMARY:

This position is primarily responsible for ensuring the daily operations of the receptionist desk and switchboard are handled with professionalism. Provides administrative support for the Vice President, Accounting/CFO (CFO) and assists the CFO with special projects as needed.

ESSENTIAL FUNCTIONS OF THE JOB: (listed in order of importance) List your principal accountabilities; identify what you do, what end results you are accountable for, and how you measure your success.

1. The ability to adapt to a changing work environment and meet challenges presented throughout the day
2. Answer telephone in a professional manner and screen and direct calls to appropriate staff members
3. Must be available in the office lobby during regular office hours
4. Greet guests and direct them to the proper destination
5. Receive packages from Fed Ex, UPS and other courier services and ensure their delivery to the appropriate staff member in a timely manner
6. Receive faxes from the main THA fax number and distribute them to appropriate staff in a timely manner
7. Change the voicemail greeting for the switchboard as needed
8. Enter information for checks received into Excel spreadsheet daily
9. Monitor weather radio and alert staff promptly if there is a weather warning
10. Record and file THA staff time off and generate reports for payroll and as needed
11. Submit quarterly reports to the U. S. Department of the Treasury-IRS and State of Tennessee Registry of Election Finance for Friends of THA Political Action Committee (PAC) and HOSPAC funds received
12. Conduct switchboard training for staff as needed, record voice mail message for staff on leave as requested and clear out voice mail and record "vacant extension" message for employees who have left THA employment
13. Make changes to the schedule for locking and unlocking the building entry doors
14. Provide general administrative and clerical support to CFO, which includes scheduling committee conference calls/meetings and emailing related meeting information and writing general correspondence, as well as helping to compile mail-outs to member hospitals and past employees
15. Arrange catering for events for which Accounting is responsible

16. Input budget information in Accounting software, verify its accuracy and distribute the appropriate information to each department
17. Mail out checks for accounts payable (AP) with related backup material
18. Maintain list and copy of current employees' valid driver's license and auto insurance information
19. Assist with end-of-year filing of AP accounts
20. Provide general administrative and clerical support to staff in Accounting department as needed
21. For visitor Wi-Fi access, keep Wi-Fi info at front desk
24. Provide a quality control review of AP checks to ensure accuracy and appropriateness of checks written, including, but are not limited to, reviewing check approval, amount, invoice period, vendor being paid, and address
25. Run reports that identify staff that have not submitted their timesheets by established deadlines and provide reminders to staff
26. Correct time entry errors in timesheet system
27. Provide timesheet training for new staff and assistance to staff, as needed, for entering time in the timesheet system

MARGINAL JOB FUNCTIONS:

1. Maintain the key for the THA pool car and provide it to staff as needed
2. Provide administrative assistance to other departments as needed

SKILLS REQUIRED TO PERFORM THE DUTIES OF THE JOB:

1. Ability to communicate with coworkers and the public in an effective, courteous and professional manner
2. Must be proactive and detail oriented
3. Ability to multi-task and prioritize tasks
4. Must be proficient in several computer programs, including Microsoft Outlook, Word, the basics of Microsoft Excel, accessing information in CRM and inputting information and generating reports in Solomon
5. Must be skilled in administrative and clerical procedures
6. Ability to work under pressure and meet deadlines

EDUCATIONAL AND EXPERIENCE REQUIREMENTS NEEDED TO PERFORM THE DUTIES OF THE JOB:

High school diploma required

LICENSING OR OTHER SPECIAL CERTIFICATIONS REQUIRED:

None

DIMENSIONS:

Dollar value:

Volume:

Number of people supervised (direct reports): None

ORGANIZATIONAL STRUCTURE: (Positions reporting directly to you, if any, and their areas of responsibility)

None

GUIDANCE & DIRECTION: (Policies, precedents or procedures that guide your work)

1. *THA Policies and Procedures*
2. *THA Employee Handbook*

PHYSICAL REQUIREMENTS TO PERFORM THE DUTIES OF THE JOB:

1. Lifting: < 2 lbs. Explanation: Lifting handset to answer calls
2. Carrying: None
3. Pushing/Pulling: None
4. Use of Equipment: (Machines, tools) Telephone, copier, computer, printer, fax machine, and writing utensils

	<i>Continuously</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not at All</i>	<i>Explanation</i>
5. Sitting	X				
6. Standing			X		
7. Walking			X		
8. Bending				X	
9. Stooping				X	
10. Crawling				X	
11. Climbing				X	
12. Reaching Above Head				X	
13. Grasping: a. One hand b. Both hands	X	X			Must be able to hold phone handset, computer mouse and writing utensil
14. Fine Manipulating: a. One hand b. Both hands		X X			Typing

A. ENVIRONMENTAL REQUIREMENTS:

	<i>Continuously</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not at All</i>	<i>Explanation</i>
1. Exposed to marked changes in temperature				X	
2. Outside work				X	
3. Exposure to dust, fumes, odors, water, etc.				X	
4. Exposure to biological, mechanical, electrical and/or chemical hazards				X	
5. Normal (inside) environment	X				

B. SENSORY REQUIREMENTS:

	<i>Necessary</i>	<i>Not Necessary</i>	<i>Explanation</i>
1. Eyesight a) Normal/Corrected b) Close eye work c) Other	X	X	Must be able to read printed information and information on the computer
2. Hearing a) Normal tones b) Soft tones c) Other	X	X	Must be able to hear others speaking in person and on the phone
3. Speaking	X		Must be able to verbally interact with others in person and on the phone
4. Distinguish Smells		X	
5. Distinguish Temperatures by: a) Touch b) Proximity		X X	

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