



Accounting Assistant

Summary of Role: Under the direction of the Chief Financial Officer (CFO), the Accounting Administrative Assistant is responsible for helping the Finance department run smoothly by providing administrative support in the office for all Accounting and Finance Functions.

Work Specifics: Part-time Monday-Friday, in our corporate office

Job Responsibilities:

- Sorting and distributing all incoming mail to finance department including verifying invoice numbers to help apply checks received for payment on a daily basis
- Preparing and sending invoices and other mail to employees, vendors, and customers for EK Health and DataCare
- Preparing, scanning, uploading and labeling of financial documents and checks into the appropriate files and website for both EK Health and DataCare
- Collecting receipts for the company credit card from other departments and reconciling them with monthly credit card statements
- Separating, sorting and filing hard copy/soft copy files and documents
- Assisting Collections Activities by faxing outstanding invoices and back-up documents to customers, and calling to confirm receipt
- Printing pay cycle closing reports and doing necessary calculations
- Professional interaction with Third Party Administrators, Insurance Companies, Insurance Adjusters, Nurses and other medical professionals
- Managing daily/ weekly reports using Excel, as needed
- Heavy data entry
- Other duties as assigned

Job Requirements:

- Prior Collections experience preferred: Accounts Receivables background a definite plus
- Professional demeanor with Excellent Written and Oral Communication Skills
- Strong Organization Skills
- Ten key proficient

- Must be computer literate with a high comfort level with MS Word, MS Excel, Email and Internet
- High comfort level with office equipment: fax machines, copy machines, and scanners
- Basic clerical and administrative skills
- Must be accurate, efficient, punctual, and dependable
- Must be able to lift up to 25 lbs
- Able to maintain focus and positive attitude in a fast paces environment
- Ability to work with minimal supervision
- Ability to meet deadlines in a high pressure, time sensitive environment
- Ability to work in an open, high traffic office environment (not easily distracted)
- Sit (approx. 75-100% of the time), stand (approx. 0-25% of the time), type (approx. 75-100% of the time) and do the job with or without reasonable accommodation.