



## Job Description

**Position Title:** Finance/HR Assistant

**Incumbent:**

**Program:** Administration

**Date/Revision:** August 2020

**Position Summary:** Responsible for preparing billing information and verifying any changes to support accurate and efficient billing process and financial close; inputting and processing transactions into electronic accounts receivable and billing. Provide administrative support to the HR manager on personnel matters and assists with payroll processing. Provide assistance as needed to other members of the Finance/HR/Admin component.

**Desired Qualifications for Knowledge/Experience:**

1. Associates degree in Accounting or Finance desired and/or three years' experience in the field
2. Familiar with standard Medicaid billing concepts, practices, and procedures
3. Excellent computer skills with proficiency in all MS Office products especially Excel, Word, and Outlook
4. Previous experience in accounting software
5. Strong detail-oriented, analytical, and organizational skills
6. Demonstrated ability to work independently and to collaborate with other professionals, maintain records, and complete reports on a timely basis
7. Familiarity with regulations, laws, and procedures of the Vermont Agency of Human Services preferred
8. Must possess a value system consistent with that of the Family Center of Washington County and have demonstrated a client-centered approach in past work
9. Must display caring, respect, resilience, a willingness to adapt to change, and excellent interpersonal skills
10. Must hold a valid Vermont driver's license or acquire one within three months

**Reports to:** Finance/HR Manager

**Employment Category:** Regular Part-time, non-exempt

**Pay Grade:** 5

**Number of Hours per week:** 20 hours

**Essential Functions:**

1. Finance Assistance:
  - a. Assist Family Center staff preparing client information to inform billing
  - b. Organize and enter billing information into state provided electronic portal for Medicaid services
  - c. Organize and enter Child Care Financial Assistance (CCFA) billing information to the state Bright Futures system
  - d. Organize Child and Adult Care Food Program, maintain records, and bill through a web based portal
  - e. Reconcile amounts billed to amounts received with Finance/HR Manager
  - f. Other Finance duties as assigned
2. HR Assistance:
  - a. Provide assistance answering employee requests and questions regarding benefits
  - b. Supports HR manager on personnel matters and assists with payroll processing
  - c. Other HR duties as assigned
3. Maintain confidentiality consistent with the Agency's policies and the law
4. Attends Agency events, public awareness activities, education sessions, and fundraising events as workload permits
5. Maintain relationships with community
6. Other duties as assigned

**WORKING CONDITIONS:**

Internal- Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (people, computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

External- Moderate travel may be required. Work outside the office normally takes place in similar office environments, although occasionally work may include classroom environments.

**PHYSICAL DEMANDS:**

Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer work. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur. Company will provide adaptive devices as needed.