

EmergencyCare's mission is to save lives and positively impact health, well-being and safety in the communities we serve.

Job Title: Receptionist/Finance Assistant
Full Time: Monday – Friday/Day shift
Status: Hourly/Non-Exempt

Purpose of Position

Under the supervision of the Director of Finance, the Finance Assistant/Receptionist is responsible for daily operations of the front office including answering the main organizational phone line, greeting customers as the first line representative; provides clerical support to the Finance and Patient Services Departments and to other departments as needed including Education, Human Resources and Quality; maintains an effective and efficient workflow of the front office.

Clerical support includes but is not limited to ordering office supplies, mail processing and distribution, completing bank deposits, distributing/balancing petty cash and preparation of support materials such as operations/HR handbooks and educational training materials.

The successful applicant must have exceptional focus on customer service combined with the skills, ability and desire to function as a positive member of this team while interacting with all levels within the organization and with internal and external customers.

Required Experience:

- Must have a high school diploma or equivalent with two years of general office experience.
- Must have a working knowledge of minor accounting principles.
- Must be capable of working independently and maintaining confidentiality.
- Must have excellent oral and written communication skills and experience with general office equipment such as multiline phone system, postage machine, copier/scanner.
- Must be proficient in all MS Office products, excellent data entry skills along with the ability to effectively manage several responsibilities simultaneously.
- Current/valid driver's license required.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.