

UNIVERSITY CLINICAL, EDUCATION & RESEARCH ASSOCIATES (UCERA)

POSITION DESCRIPTION

Position Title: Administrative Assistant

Date Prepared: January 4, 2010

Department: Internal Medicine

FLSA Status: Non-Exempt, Part-time
0.49 UCERA FTE

Position reports to: Administrative Specialist

Potential Occupational Exposure to Bloodborne Pathogens: No

UCERA is a non-profit organization established to further the mission and vision of the John A. Burns School of Medicine at the University of Hawaii (JABSOM). It contributes to JABSOM's goal of improving the health care status of the citizens of Hawaii and the Pacific by supporting the education, research and clinical activities of the School. It supports financial diversification of the School by developing revenue generating initiatives in collaboration with hospitals, government agencies and other entities.

POSITION SUMMARY

Under general supervision, provide administrative support to the Department of Medicine's Chair and management team.

ESSENTIAL JOB DUTIES AND FUNCTIONS

- Prepare and process accounts payable check requests for payments or reimbursements
- Maintain accounts payable records, reports, files and procedures
- Process deposit requests for department
- Perform fiscal and personnel related projects as assigned.
- Provide clerical support to the core management team
- Maintain and organize hardcopy and electronic files
- Assist in the preparation of operational statements
- Review work for quality and adherence to standards
- Enter data with precision and accuracy
- Generate adhoc reports
- Photo copy and collate materials
- Complies with all legal requirements and company policies.
- Perform all other duties as assigned.

JOB CONDITIONS

- Normal working conditions, indoors, air-conditioned.
- Usual hours are Monday-Friday, 8:00 a.m. to 5:00 p.m. Hours may be flexed to accommodate clinic schedules, and some duties may require extended hours.

- Must have excellent written and verbal communication skills. Requires professional interaction and communication with staff, other departments, clients and contractors.

EQUIPMENT USED

- Standard office equipment (phones, typewriter, computer, printers, fax machines).
- Computer system with the following software: Microsoft Office, MAS 90, FileMaker, IDX

MENTAL AND PHYSICAL DEMANDS

- Work with minimal supervision; attention to detail, accuracy and concentration; and ability to maintain calm composure while performing multiple tasks.
- This position occasionally requires lifting items up to 30 pounds, frequent sitting, standing, walking and bending.

MINIMUM QUALIFICATION REQUIREMENTS

Skills/Knowledge

- Skilled in interpreting and analyzing financial data.
- Skilled in examining documents for accuracy.
- Skilled is using a 10 key calculator by touch.
- Strong analytical skills

Education/Training

- High school diploma
- 2 years of college or post high school education preferred
- 2 years of financial or accounting work

Experience

- Experience in performing mathematical computations and computing ratios and percentages.
- At least 2 years experience in a fiscal setting.
- At least 2 years experience in the healthcare field

Other qualifiers:

- Ability to communicate and work effectively with others.
- Proficient in using MS Word and Excel, with a working knowledge of databases and electronic communications.
- Excellent command of the English language, including strong grammar, oral and written skills.
- Proven reliability, excellent attendance and punctuality are a must.

TERMS OF EMPLOYMENT

Position is located in our Administration office and is available immediately, subject to terms of employment, job performance and/or continued funding.

Employment is “at will” and can be terminated at any time, either by the employee or UCERA, with or without cause or reason and with or without notice.

ABOUT THE SALARY AND BENEFITS

UCERA offers a competitive package. Salary commensurate with education and experience. Benefits include 13 holidays per year, 100% employee coverage for health and dental, flexible spending plan, pension plan with 3% dollar-for-dollar company matching contributions, 2 weeks of paid vacation after 90 days of service, 100% company paid group life insurance, casual office attire, and flexible work schedules.

INTERESTED APPLICANTS

Qualified applicants are encouraged to email a cover letter, resume, and salary requirements to jobs@ucera.org or fax at 536-7315.

UCERA is an Equal Opportunity Employer.