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Twin Bridges Clinic
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Business Coordinator / Executive Assistant

The Business Coordinator/Executive Assistant is responsible for the coordination of accounting activities relating to all accounts payable and payroll functions, as well as employee benefits for Ruby Valley Medical Center. They also provide support to RVMC administration on a variety of projects and programs. This position reports to the Chief Executive Officer.

Supervisory Duties: None

Duties/Responsibilities:

- Prepares invoices for payment processing. Assigns account general ledger codes to invoices, vouchers, expense reports, check requests. Obtains proper approval and pay invoices in a timely manner.
- Reconcile statements received from vendors.
- Enters invoices and check requests into the accounting system and bill pay software in a timely manner to ensure timely payment of invoices and accurate financial reporting.
- Processes bi-weekly AP check run after obtaining appropriate approvals.
- Completes credit applications for new organization vendors.
- Investigates and resolves problems associated with invoices with vendors and internal departments. Resolves a variety of routine internal and external inquiries concerning account status.
- E-Files check copies, supporting invoices, and backup documentation.
- Assists CFO in closing the AP system monthly.
- Maintains vendor W-9's and issue 1099's annually.
- Maintains vendor files.
- Responsible for all aspects of the preparation and processing of the payroll including the entire cycle of payroll processing from capturing of new employees, leave and terminations, employee deductions and benefit payment processing and tax payment and filing in a confidential and timely manner.
- Works with Human Resources to input and maintain employee's wage, status, demographics, benefits, deductions, direct deposit information, taxes and PTO.
- Collect and summarize timekeeping information including obtaining supervisory approval of the transactions. Researches discrepancies of payroll data for the purpose of ensuring accuracy and adherence to policies and procedures prior to processing by reconciling Time and Attendance reports.
- Ensure payroll processing complies with company policy, and all federal, state and local payroll laws. Determine payroll liabilities. Print and issue paychecks and direct deposit advices. Process direct deposit payments. Transmits payroll for processing after review and approval.
- Process all garnishments.

Healthcare Centered Around You

- Communicates with employees and hospital managers to investigate and resolves problems associated with all aspects of the time keeping and payroll process. Resolves a variety of routine internal and external inquiries.
- Transmit all tax withholdings and employer liabilities to the respective agency in a timely manner. Reconcile all employee benefit deductions and transmit to the proper benefit vendor(s). Reconciles the general ledger accounts associated with the employee benefits.
- Files payroll and timekeeping records.
- Prepares and files all payroll related reports including federal and state withholding reports, unemployment insurance and workers compensation.
- Issues W-2s annually and files all annual reports.
- Keep abreast with company policies, Fair Labor Standards Act, Family Medical Leave Act, tax legislations and any other regulatory guidance that affects wage payment and processing to ensure compliance with federal, state, and local payroll laws and regulations. Works closely with Human Resources and supervisor to ensure company policy complies with regulations and company practices.
- Provide support to administration and other wide variety of projects and programs supporting the efforts of RVMC.
- Assist with the preparation of a variety of reports and documents required by associated organizations and agencies.
- Attend meetings as requested by administration to include taking minutes.
- Perform other related duties as assigned.

Minimum Qualifications and/or Licensure:

- High School Diploma or equivalent; Associate degree in business preferred;
- 1+ year(s) general office experience with accounts payable and payroll systems; 3+ years preferred; Excellent skills using accounting software systems, MS Excel, MS Word and MS Outlook;
- Experience in a medical facility preferred;
- Communication skills; Strong organizational skills and the ability to work independently and under pressure;
- Knowledge of payroll/accounts payable software systems preferred;
- Ability to maintain confidentiality and exercise extreme discretion; Must be detail orientated;
- Ability to handle and prioritize multiple tasks and meet all deadlines;

Knowledge and Skills Required:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks.

Office Equipment Used: Computer, Calculator, Printer, Scanner, Fax, Copier, and Telephone

Work Environment: While performing the duties of this job, the employee works around others, sometimes works with the public and usually works inside. The noise level in the work environment is typically moderate.

Physical Demands: While performing the duties of this job, the employee is required to use hands and finger, handle or feel objects, and to type on a key board. The employee is required to stand, sit, talk, write, hear, and read. The employee may be required to sit for extended periods of time, walk, stoop, kneel, and reach with hands and arms.

Vision Demands: Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental/Motor Demands: While performing the duties of this job, the employee performs non routine and routine work. The employee frequently exercises flexibility (ability to shift from one task to another). While working, the employee must problem-solve and think critically in order to apply knowledge and skill. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in interaction which requires oral communications and written communications. Memory, reasoning and exercising judgment are constantly used/required on this job.

Signature:_____ **Date:**_____

Print Name:_____