

Buhl Regional Health Foundation and Christian H Buhl Legacy Trust

701 Pierce Ave, Suite 1, Sharpsville PA 16150

Job Description: Administrative Assistant

Reports to: Executive Director of Buhl Regional Health Foundation and Chief Financial Officer of CHBLT

Job Summary: The administrative assistant works under the direct supervision of the Executive Director of BRHF, and the Chief Financial Officer to provide administrative and secretarial support. Duties are management of accounts payable, typing minutes, agendas, scheduling meetings, maintaining Quickbooks, bill paying, payroll, coordinating meetings and conferences. Is responsible for obtaining supplies, coordinating direct mailings, working on special projects and assisting the grant manager with tracking and informing grantees and the board.. Will also answer non-routine correspondence and assembles confidential and sensitive information. Can deal with diverse groups, including Board members, the public, vendors and external callers. Demonstrates independent judgement; has excellent organizational skills; can plan, prioritize and organize work and recommend improvements in office operational procedures.

Fiscal and Accounting duties:

- Maintains and oversees daily operation and accounting functions for BRHF and CHBLT
- Maintain financial records, accounts payable and receivable, and donor correspondence and tracking.
- Has working knowledge of Word Perfect, Excel, Access, PowerPoint software and overall computer skills to generate spreadsheets and reports as necessary.
- Maintains QuickBooks, accounting and bookkeeping software including data entry, adjusting entries, financial report generation, deposits, wire transfers, and accounts payable disbursements.
- Works with outside accounting firm, auditors, for data requests, 1099's reconciliation and assists with payroll for CHBLT and BRHF
- Assists CHBLT staff with workers compensation payments and record keeping.
- Can assist the CFO with general accounting and financial duties as needed.
- Provides HBK with all of the CHBLT and BRHF PNC and FNB banking statements as well as investment statements
- Creates quarterly reports regarding actual compared to budgeted revenues and expenses.
- Handles weekly financial deposits with FNB and PNC
- Handles all routine and overnight postal mailings.

General office duties:

- Organizes and priorities information and messages as needed
- Takes incoming calls and greets visitors as needed for the trust and the foundation
- Sorts and distributes mail, faxes and creates correspondence as directed.
- Establishes, develops and maintains and updates the filing system for the staff of health foundation and the trust.

- Has excellent phone skills and can take messages, handle questions and concerns appropriately.
- Purchase, receive and maintain office supplies and equipment.
- Coordinates board and board committee meetings
- Prepares all documents and compiles folders for upcoming board meetings
- Attends all board meetings for CHBLT and BRHF to record minutes, publishes minutes, and distributes those minutes to the Board and appropriate Committees.
- Works with the Executive Director and board portal vendor to implement an electronic board book process
- Works closely with IT staff and vendors to assure smooth operations
- Work with the web designer to add posts to social media when appropriate.

Foundation outreach support

- Builds and maintains a contact database of approximately 400 community service providers.
- Coordinates upcoming community action team meetings
- Does create online correspondence with community agencies.
- Responsible for tracking attendance at various meetings and events such as the fall forum and future educational efforts and seminars.
- Coordinates the use of the community meeting room.
- Works closely with the Executive Director and Project Coordinator when planning the annual community health forum.

Work Schedule

- Is flexible, start time and end time may vary depending on prescheduled needs. Total hours will be up to 20 hours per week.