

Job Description

Job Title	Business Administration Associate		
Reports to	Human Resources Director		
Effective Date	08/01/2021	Manager of People	No
FLSA Status	Non-Exempt	EEOC Class	5

ABOUT NCHA

NCHA is a statewide trade association representing more than 130 hospitals providing acute care, ambulatory care, sub-acute care, rehabilitative, home health and hospice services, behavioral health services, state psychiatric inpatient services and veterans' services. The association promotes and supports our members and associated partners by advocating for sound public policy, advancing collaborative partnerships, and accelerating innovation to improve the health of the communities where we live and work. NCHA achieves this work by leverage the scope and scale associated with a \$17+ million-dollar organization, which is funded by members' dues, grants, and shared service.

PURPOSE

The Business Administration Associate will perform a wide variety of detailed and complex administrative, accounting, building and clerical tasks for assigned administrative staff, frequently in a confidential fashion. Support the General Counsel and variety of Administration team members.

RESPONSIBILITIES

Accounting Function

- Responsible for entering and documenting bills with underlying support, preparing weekly check runs, and mailing payments to vendors.
- Responsible for preparing and entering deposits.
- Responsible for setting up customers, vendors, accounts, projects, etc. in accounting system.
- Responsible for assisting in month-end reconciliations, including documentation and maintenance of support for general ledger accounts.
- Assists in ensuring adequate controls are maintained and best accounting practices are followed in accordance with accounting policies.
- Assists in development and submission of bi-monthly payroll.
- Prepare quarterly reports for the Federal and State elections committee using the Vocus software. Prepares quarterly registered lobbyist reports. Assist General Counsel in other various functions.
- Responsible for filing backup copies of all paid invoices and reimbursement checks
- Assist with recording of minutes of council, committee or allied group meetings.
- Assist Accountant in other accounting functions (such as help with annual audit).
- Arrange other meetings, conferences, appointments, makes travel arrangements and maintains calendar for the supervisor.
- Work with meetings coordinator to perform meeting arrangement functions for other Association meetings as appropriate.
- Assist meeting coordinator at finance-related meetings, as needed.

Administrative Function

- Responsible for maintaining building facilities and maintenance spreadsheet which records and tracks all maintenance and repair visits by Vendors, including date, name(s), and purpose of visit.
- Responsible for keeping all current Vendor Contracts, review terms and conditions, preparation of spreadsheet outlining relevant provisions of each contract, including termination / renewal dates, fees, pertinent terms and conditions, etc.; negotiate terms and conditions for new contracts; seek proposals and compare same
- Pick up mail from the post office twice a week. Also responsible for receiving documents and packages from courier deliveries and distributing all mail and packages to staff.
- Responsible for opening mail containing checks, invoices, HOSPAC checks, scanning same to appropriate parties, and making copies of same
- Check voicemail and distribute voice messages to appropriate employee along with email notification.
- Manage stock and the ordering of kitchen and office supplies
- Perform Notary Public duties.
- Perform administrative duties for supervisors, including typing, incoming and outgoing mail handling; making, screening and answering telephone calls and correspondence; filing, copying, and other related duties.
- Remain aware of those scheduled activities within the assigned administrative units, which concern the supervisor, monitors status, provides liaison, and keeps supervisor informed.
- Conduct research and carries out special administrative projects independently. Respond to membership requests for information. Research and assemble information for supervisor and membership. Compile and type a variety of reports.
- Maintain mailing lists, email list serves and records, as assigned.
- Perform specific support staff duties as assigned by the Director of Administration, and perform general support staff functions, including assistance with work overload for other administrative units, membership and mass mailing assistance, switchboard assistance.
- Operate all office equipment, computers, and machines. Master use of computer software necessary including frequent updates and enhancements, for completion of assigned duties.
- Perform other tasks and duties as may be identified by the president, the Director of Administration or the position itself.

MISSION/VISION/VALUES

- Embrace the NCHA mission to improve the health of the communities where we live and work by advocating for sound public policy and collaborative partnerships.
- Support the vision for A North Carolina where high-quality healthcare is equitable and accessible for all.
- Demonstrate the association's core values in all relationships, at all times. Respect. Integrity. Teamwork. Accountability. Perseverance.

INTERNAL RELATIONSHIPS

- Work closely with supervisors. Communication with staff regarding accounting function and with other support staff on meetings coordination and general support staff functions.

EXTERNAL RELATIONSHIPS

- Has frequent contact with members and other individuals and organizations with whom the supervisor communicates.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent.
- Three (3) years experience in accounts payable and general accounting function.
- One (1) year of administrative experience or related experience.
- An equivalent combination of education, training, and experience may be considered.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of accounts payable, receivable and general accounting
- Knowledge of office administration.
- Excellent interpersonal, communication, and computer skills.
- Ability to establish and maintain effective working relationships with co-workers and managers.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work performed mostly in an office environment.
- Uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines throughout the workday.

COVID-19 VACCINATION POLICY AND PROCEDURE

- Newly hired NCHA staff will be expected to achieve policy compliance within the first six weeks of NCHA employment.
- NCHA staff may receive the vaccine from any vaccine provider.
- NCHA staff must provide documentation of vaccination to the Director of Human Resources.
- Acceptable proof of vaccination is a document (CDC COVID Vaccination Record Card) by the professional who administered the vaccine which is a World Health Organization (WHO) approved COVID-19 vaccination dosage series or have received the single dose J&J vaccine.
- Vaccination exemptions may be granted for documented medical contraindications/circumstances and religious beliefs

North Carolina Healthcare Association is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, veteran status, disability, sexual orientation, or other protected status.