

BIGFORK AMBULANCE JOB DESCRIPTION

OFFICE ASSISTANT

Position description and Duties of the office assistant:

Part time paid-hourly

EMS OFFICE ASSISTANT DUTIES

- Responsible for managing the Medical division documents and records in a complete and organized manner.
- Responsible for EMS call reports and statistics and ambulance billing.
- Assists with developing a budget. Helps monitor expenditures.
- Responsible for the financial books and record keeping including preparing checks for paying bills, payroll, maintaining financial status and account balances, preparing necessary budget information and documentation for audits.
- Assists with ambulance correspondence, the office filing system, mail, computer file maintenance and security, and maintaining historical books.
- Performs other office duties as assigned.
- Facilitates new members joining the Ambulance with the paperwork, new member packet.
- Responsible for thank you's and receipts for donations.
- Responsible for filling out and filing all tax papers on time.
- **QUALIFICATIONS, KNOWLEDGE, SKILL, AND ABILITY**
- Must hold a valid MT driver's license and have a clean driving record.
- Must have the ability to make good judgments and to act effectively under pressure and deadlines.
- Must be willing and able to understand and follow oral and written instructions and be to establish and maintain harmonious working relationships with other employees and the general public.