

**MAINE MOBILE HEALTH PROGRAM**  
**Position Specifications**  
**Essential Functions and Applicant Requirements**

**Position Title:** ACCOUNTING ASSISTANT

**Pay Designation:** Hourly (Non Exempt)

**Reports to:** Finance Director

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**Position Summary:** Responsible for assisting MMHP program and administrative staff with various tasks as necessary.

**Duties and Responsibilities:**

- Assist with data management; running reports and data extraction when needed
- Obtain documentation for invoices as requested by Finance staff
- Receive and process batch logs from the field and filing away consent to treat forms
- Filing, photocopying, faxing
- Pick up mail/drop off mail at the post office
- Make deposits at bank
- Provide back up support for daily and monthly responsibilities of the Finance team as needed
- Run other administrative-related errands
- Assist other staff with tasks as assigned and approved by supervisor
- Perform special projects as needed

**Other Essential Requirements:**

- Computer systems including Microsoft Office software including at a minimum, comfort and expertise in Excel and Word.
- Familiarity/expertise with Adobe products a plus
- Ability to read, interpret and apply policies and procedures
- Ability to communicate clearly and effectively
- High level of comfort working with numbers
- Accuracy and attention to detail necessary
- Ability to work independently and set priorities among multiple requests
- Ability to interact with all other staff, volunteers, vendors and health providers

**Equipment Usage Requirements:**

- Routine Office equipment including but not limited to computer, calculator, copier, fax

**Education and Experience:**

High School diploma required, an emphasis on business courses is a plus. A minimum of two years in a secretarial or support capacity is preferred. Excellent interpersonal and communication skills are a must. Ability to take responsibility, set priorities, work independently and meet program goals and timelines. Familiarity with medical billing and/or basic medical terminology is a plus, as is experience with data management.

**General Work Environment and Physical Demands:**

- Requires sitting and standing with a normal office environment.

**Cognitive and Emotional Demands:**

- Problem solving required
- Occasional stress in meeting deadlines and handling competing priorities

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date