

 Oroville Hospital	Job Description for Administrative Assistant	Department:	Accounting
		Dept.#:	8510
		Last Updated:	7/15/08

Reports To

V.P. of Finance/Chief Financial Officer

Job Summary

The Administrative Assistant provides support for V.P. of Finance/CFO to allow him/her to carry out the functions that ensures optimal fiscal performance hospital-wide and safeguards the organization's assets.

Duties

- Prepare Daily Flash Report
- Performs tasks related to Decision Support
- Prepares monthly Contribution Margin Report
- Monitors performance and conducts audits of Third Party Administrator related to organization's self funded health plan
- Provides Administrative Support for V.P. of Finance/CFO
- Prepares statistical and other special reports
- Manage Orolake Corporation's accounting functions
- Reviews, monitors and recommends revisions and contract renewals for Managed Care providers
- Ensures that contract deliverables are clearly defined and communicated to staff
- Works with financing vendors and coordinates completion of all finance/lease documents
- Conducts annual vendor satisfaction survey
- Maintain database for all contracts, leases and agreements

Qualifications

- Graduation from an accredited college or university
- Experience working with insurance carriers and an understanding of reimbursement systems is essential. Experience working with word processing and spreadsheets is required. Must be experienced with working independently and have analytical ability to resolve complex matters.

Lifting Requirements

Sedentary-Generally lifting not more than 10 lbs. maximum and occasionally lifting and/or carrying such articles as ledgers, files and small items.