

## Hospital Council of Northwest Ohio (HCNO)

<u>Job Title:</u>	Pathways Invoicing Assistant
<u>Department:</u>	Northwest Ohio Pathways HUB
<u>Immediate Supervisor:</u>	Assistant Director, Northwest Ohio Pathways HUB
<u>Work Hours:</u>	Monday through Friday 40 hours (8am-5pm)
<u>FLSA Status:</u>	Nonexempt; hourly

Summary: Assisting in the invoicing and financial process for the Pathways HUB division.

### A. Job Requirements:

- High school diploma required; associate's degree preferred;
- Proficient in the use of Microsoft Office Suite software;
- Ability to learn commonly used software programs as well as specialized software required;
- Excellent written and verbal skills required;
- Must be able to work as a member of a team;
- Must be adaptable to changes in job responsibilities;
- Must be detail oriented; methodical, analytical, organized

### B. Duties and Responsibilities:

- Create and reconcile monthly invoices for multiple funding streams;
- Auditing of program data in the electronic database;
- Approval of payment in the electronic database;
- Provide assistance to contracted organizations around financial needs;
- Distribution of checks as agreed upon in various contracts;
- Various administrative assistant duties, as designated by the HUB Assistant Director;
- Other duties as assigned by Project Management

### Physical Demands/Work Environment:

Usual office environment with frequent sitting, walking, and standing, and occasional climbing, stooping, kneeling, crouching, crawling, and balancing. Frequent use of eye, hand, and finger coordination enabling the use of office machinery. Oral and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone. Ability to travel occasionally domestically.

If interested, please email cover letter and resume to: [thacker@hcno.org](mailto:thacker@hcno.org); Tina Hacker, HR Manager