

Southern Region Emergency Medical Services Council, Inc.

Application Packet For

ACCOUNTING ASSISTANT

Application Period: Open Until Filled

SOUTHERN  **REGION**
EMS COUNCIL, INC.



Mission:

Improve the quality, availability and sustainability of emergency patient care

THE ORGANIZATION

Southern Region Emergency Medical Services Council, Inc. (SREMSC) is a 501(c)(3) non-profit corporation established in 1975 to serve as a Regional resource center for the emergency medical services system in southcentral and southwestern Alaska. Our mission is to "support, strengthen and promote the quality of the EMS system, integrating local emergency medical services into a Regional and statewide system."

The Region serves an area of 192,369 square miles, extending over a breadth of 2,000 miles from east to west. Parts of the Region are closer to the Russian Far East than they are to Anchorage. The population resides in 132 communities ranging in size from less than 25 to 295,570. Two thirds of the communities do not have access to the rest of the state by road.

The Region is served by 92 organized emergency medical services, 41 ambulance and 51 first responder services. Forty provide advanced life support. Nearly all the Region's EMS agencies rely on volunteers as their first response. Just six communities have full-time paid EMS providers, and even the paid services rely on a volunteer component.

The Region has 12 acute care hospitals ranging in size from 15 to 341 beds. Anchorage is the tertiary care center for the state, and in Anchorage there are two private hospitals, an Indian Health Service hospital and an Air Force facility. Another regional hospital is located 25 miles to the north. There are two Level 2 Trauma Centers in Anchorage, one Pediatric Level 2 Trauma Center in Anchorage and seven Level IV Trauma Centers in the Region.

Fixed and rotor-wing medevac providers, as well as military search and rescue operations provide services within the Region.

The SREMSC is governed by a 21-member Board of Directors from across the Region. The Board meets three times a year to develop program plans and policy. The central office is located in Anchorage and consists of eight full-time staff, with one other staff member working from an office on the Kenai Peninsula. Additionally, local coordination and training is provided to the remote parts of the Region through six subregion contracts.

The program is funded in large part by a grant from the Section of Rural and Community Health Systems, State Emergency Medical Services Office, Division of Public Health, Alaska Department of Health and Social Services. A substantial portion of the budget is generated from fees for training, conferences, American Heart Association / AHA training center operation, rental of equipment, and sales of books and materials.

The Region coordinates a large capital equipment funding initiative known as Code Blue, which brings together local, state, federal and private funds to purchase essential EMS equipment for rural emergency medical services. Other small state and federal grants and contracts provide the opportunity to do special projects of short duration.

The Region is a resource agency serving a wide variety of needs. That role has many components. Training emergency care providers and instructors is one of the most important. The central office conducts all levels of EMS training, from entry level to advanced, offering continuing education classes on many topics, and refreshers to maintain certification. We specialize in training instructors at all levels. The nine subregions within the Southern Region focus on providing ETT and EMT classes as well as other courses, including First Aid and CPR for residents of the towns and villages in their areas.

Our agency is responsible for coordinating State EMS examinations in the Region, and often assists other Regions as well. The agency maintains a large stock of EMS equipment, a DVD rental library and is a primary source of manikins and materials for CPR, First Aid, ACLS and PALS training. Furthermore, the central office staff coordinates the local logistics of the annual Alaska EMS Symposium, which is one of the largest conferences held in Alaska.

Staff members are active on local and statewide policy development committees including the State Training Committee, the American Heart Association, Code Blue, State EMS Directors and Coordinators, and many other specialty committees and organizations.

Other programmatic activities of the organization include providing administrative support for the Alaska Comfort One program; providing advice and resources to the EMS agencies regarding purchase of ambulances, radios and medical equipment; doing general management consulting for the services; providing Minigrants, scholarships, and equipment funding assistance to many EMS providers and agencies; conducting community technical assistance reviews, coordinating the Code Blue activities for the Region, and general problem solving with the individual services and communities.

THE TEAM

The Regional office is staffed by a dedicated group of skilled professionals. All of the nine outlying subregional offices have EMS Coordinators and trainers who work closely with our program. The central office is staffed as follows:

The ***Chief Executive Officer (CEO)*** is the chief administrative officer. The CEO is responsible for implementing all programs, planning new programs, assuring fiscal responsibility, representing the agency to the public, providing leadership for improving the EMS system in the Region, collaborating with the State and regional EMS programs, supervising staff, monitoring contracts and providing technical assistance to the EMS agencies in the Region.

The ***Finance Manager (FM)*** maintains the financial systems, including the computerized accounting system, budgets, contract management and grant reporting as well as all Human Resource responsibilities. This position supervises the Accounting Assistant.

The ***Accounting Assistant (ACT)*** serves as the primary support for the Finance Manager and general operations and works under their direct supervision.

The ***Regional Training Manager (RTM)*** provides oversight for the regional training program, is the primary instructor-trainer in the agency, and works on an assortment of statewide projects. In addition, the RTM supervises the Education Programs Coordinator, the Training Center Coordinator and the Resource Coordinator, develops training curricula and works to implement Region-wide training programs.

The ***Data Manager & Education Programs Coordinator (DM&EPC)*** is responsible designing training programs; teaching EMS courses and continuing education classes for prehospital and clinical providers; provides technical assistance to EMS organizations in the AURORA/Elite patient care report systems; works with EMS Medical Directors; and serves as a resource for educational and regulatory questions within Southern Region.

The ***Training Center Coordinator (TCC)*** manages the activities of the AHA Training Center and provides back-up to the Administrative Assistant.

The ***Resource Coordinator (RC)*** is responsible for the classrooms, training equipment at SREMSC, the video library, the equipment rental program and obtaining bid quotes on new equipment.

This position also serves as the media coordinator, maintains the region's website and social networks, works on special projects for staff, is the regional photographer and maintains the photo library. This individual handles the many public information tasks including press releases and news stories, edits the regional newsletter, and assures media attention to the people and functions of EMS.

The ***Administrative Assistant (AA)*** provides administrative support to the staff and Board of Director's, coordinates the Alaska Comfort One and works under the direct supervision of the CEO.

The ***Kenai Peninsula EMS Coordinator*** works under the direction of the CEO and is responsible for the development of peninsula area recruitment/retention and funding strategies, as well as coordinating subarea resources to the greatest extent possible. This position works from a home office located on the Kenai Peninsula.

THE POSITION:

The Accounting Assistant is responsible for assistance to the Finance Manager in managing the fiscal affairs and annual budget for the corporation. This position is also responsible for advising and reporting to the Finance Manager in all areas of his or her responsibility, maintaining the fiscal accounting system, ensuring compliance with applicable regulations (federal and state) and other financial related duties. This position includes equipment research, quotes and purchasing for Minigrant and Code Blue grant programs. The Accounting Assistant will work under the direct supervision of the Finance Manager.

DESCRIPTION OF DUTIES

- Provides back-up staffing for the Finance Manager and as needed for SREMSC personnel.
- Assists the Finance Manager with reconciliation of accounts, credit card and bank reconciliations.
- Accounts Receivable: reconciliation, processing, maintaining records and Bank Deposits.
- Accounts Payable: processing, maintaining records and checks distribution.
- Payroll: processing, maintaining records, filing of payroll taxes and employee benefits.
- Reconciliation of training class files.
- Assist the Finance Manager with maintenance of database and General Ledger.

- Assist the Finance Manager with HR activities.
- Assists the Finance Manager with the annual audit and 990 preparation and audit process.
- Maintain the integrity, confidentiality and security of all employment related materials.
- Responsible for Inventory Control under Finance Manager Supervision.
- Maintain a list of vendors for EMS and office related equipment as well as catalogs.
- Keeping statistics for monthly, quarterly, and other reports.
- Obtain quotes and bids for purchasing equipment for Minigrant, Code Blue and other grant programs.
- Perform effective use of various computer applications and software to perform assigned work and special projects, such as Microsoft Office applications, Sage/PeachTree, Enrollware, Eventsquid, etc.
- Experience using standard copiers, fax and other office machines.
- Serve as a customer service representative for SREMSC and answer phones and assists customers as needed.
- Conduct or participate in other special projects and duties as may be assigned or developed.

MINIMUM QUALIFICATIONS AND ABILITIES

- Bachelor's degree preferred or equivalent work experience in accounting and/or business.
- 2 Years Basic accounting / bookkeeping experience required.
- Knowledge of and experience with Microsoft Word, Excel, Adobe Acrobat required.
- Experience with accounting software, Sage - Peachtree preferred.
- Knowledge of and experience with Inventory Control preferred.
- Cash handling experience preferred.
- Experience with grants preferred.
- Strong customer service orientation.
- Strong interpersonal and communication skills, both oral and written.
- Typing at 40 wpm minimum.

- Current driver's license in good standing with ability to obtain an Alaska Driver's license within six months of hire.
- Detail oriented is essential to this position.
- Strong organizational skills and the ability to multi-task.
- Ability to maintain effective working relationships.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Full description provided upon request.

COMPENSATION

This is a full-time position, working 37.5 hours per week. Schedule will be determined with the successful candidate. The *starting* rate for this non-exempt position is \$21.60 per hour based on the successful candidate's experience and fit to the unique needs of the region. Following a successful probationary period of up to six months, a merit increase may be awarded with annual merit increases based on job performance.

Benefits include medical, dental, vision, life and AD&D insurance for the employee. Dental and vision insurance are also available for dependents. Medical insurance is available for dependents, but the employee is responsible for that as SREMSC is unable to cover dependent health care costs. Life and AD&D insurance is provided for all employees at no cost to the employee. Other benefits apply.

Personal Leave / Paid Time Off will typically accrue as follows: < 3 years 4.5 per pay period, 117.0 per year; 3-6 years 6.0 per pay period, 156.0 hours per year; and > 6 years 7.5 per pay period, 195.0 per year.

In addition, there are paid holidays as outlined in the Personnel Policies.

The agency sponsors a 403 (b) salary reduction and Roth retirement plan to which employees may contribute. After one year of employment, there is a 3% employer base contribution and a 2% employer match contribution.

APPLICANT INSTRUCTIONS

If you are interested in applying for this position, you must submit the following.

- Cover letter describing why you are interested in this position. Be sure to address the needs described in this packet if they are not included in your resume.
- A resume of your education and experience. For each place that you worked or volunteered please include the name and contact number of your supervisor. You may limit this to the last 10 years.

- A list of three references including name, relationship to you, mailing address and telephone number(s). Please note the best time of day to contact each person.
- A signed waiver of liability (enclosed).

Only those candidates providing all requested information will be considered for interviews.

SEND THE PACKET TO:

Mail: Julie Pannone, Finance Manager
Southern Region EMS Council, Inc.
6130 Tuttle Place, Suite B
Anchorage AK 99507-7102
Email: jpannone@sremsc.org
Fax: (907) 562-9893
Website: www.sremsc.org

Questions regarding the process or position should be directed to Julie Pannone at the above email address or by calling (907) 562-6449.

Additional information about Southern Region EMS Council, Inc. can be found on our website at www.sremsc.org

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SOUTHERN REGION EMS COUNCIL, INC.
6130 TUTTLE PLACE, SUITE B
ANCHORAGE, AK 99507-7102
(907) 562-6449

APPLICATION AGREEMENT AND WAIVER OF LIABILITY

I, _____, the undersigned, am submitting an application to Southern Region Emergency Medical Services Council, Inc., for the position of Accounting Assistant.

I authorize Southern Region Emergency Medical Services Council, Inc., to contact the references that I have provided, as well as any other person who knows of my professional abilities and accomplishments.

Furthermore, I authorize any person that Southern Region Emergency Medical Services Council, Inc., contacts by telephone, to truthfully and completely answer all questions posed to them about my job performance, my professional knowledge and abilities, my interpersonal skills on the job and the conditions under which I may have left that employment.

I further agree to hold harmless any person who is contacted by the Southern Region Emergency Medical Services Council, Inc., from any legal liability arising out of anything they may say at that time regarding my job performance, my professional knowledge and abilities, my interpersonal skills on the job and the conditions under which I may have left that employment.

I understand that if I become a finalist for this position Southern Region Emergency Medical Services Council, Inc., may be conducting a criminal background check, and authorize them to conduct that check with my full consent.

I also agree to hold harmless Southern Region Emergency Medical Services Council, Inc., the Directors, the employees, or any person chosen to participate in the assessment of my suitability for this position, from any liability which may arise as a result of their participation in this search process.

Finally, I agree that if I am offered the position and I turn it down, I will forgo any reimbursement, which may be due to me for travel to the final interview and/or test.

Signed Date

Print name

Address

City, State, Zip Phone