



Murray County Medical Center Position Description

Classification:	Executive Assistant
Department:	Administration
Location:	Murray County Medical Center
Reports to:	Administration
FSLA Classification:	Hourly/Non-exempt

Position Purpose

The Executive Assistant provides administrative, financial, payroll, and technical support to ensure efficient organizational operations. This role manages accounts payable functions, coordinates payroll processing, supports IT systems administration, and provides assistance to executive leadership.

Essential Duties and Responsibilities

1. Accounts Payable
 - Receive invoices and statements from vendors and staff.
 - Verify the accuracy of billing and ensure proper department head approval.
 - Ensures the correct general ledger account is charged.
 - Research and resolve billing discrepancies or payment errors.
 - Scan and maintain electronic records of invoices.
 - Monitor and follow up on past-due payments.
 - Prepare and process checks according to due dates.
 - Complete cash disbursements for the Board.
2. Information Technology
 - Provide end user support and maintain thorough documentation in the ticketing system.
 - Provision and maintain computer infrastructure.
 - New hire up set up and orientation.
 - IT triage
3. Payroll/HR
 - Reviews and monitors payroll processing biweekly with HR Director.
 - Maintain employee personnel files.

- Assign quarterly Sanford Learns
 - Create New Hire Packets
4. Executive Support
 - Prepares monthly board packets
 - Provide administrative and operational support to the executive as needed.
 5. Other duties assigned.

Job Activities

	<i>Major Activity</i>
50%	Accounts Payable
20%	Information Technology
15%	Payroll/HR
10%	Executive Support
5%	Other duties as assigned.

100% Total

Qualifications

- High school diploma or GED.
- Three years accounts payable clerk experience.

Requirements

- Demonstrate mathematical skills.
- Skill in organizing work, defining tasks, setting priorities, working independently and following through on all projects and assignments with minimal direction.
- Ability to meet deadlines. This job requires making daily decision and working along on determining how and when a task should be completed. Continuously works with moderate detail and deadlines.
- Must have excellent interpersonal communication and customer service skills to interface with MCMC staff.
- IT experience preferred
- Able to deal with constant change in healthcare and technology.
- Must be able to consult with supervisor for guidance and final approval.
- Accuracy is essential in all job duties.

Working Conditions and Physical Demands

- Work is primarily conducted in a climate-controlled office environment and is largely sedentary in nature.
- Requires working in stressful situations, where multiple projects and deadlines are a factor.

- Seldom required to lift and/or move items greater than a few pounds.
- Keyboarding is continuous as is repetitive movement.
- Hearing is required for normal conversations and phone work.
- Specific vision abilities required by this job include close vision and the ability to adjust focus due to computer work and reviewing invoice/billings.

Equipment Operation

- This position utilizes the full complement of business office machines with extensive use of computers.
- Proficiency with specialized and standard office computer programs is required.
- Proficiency with Windows 10 and 11 operating systems is required.

Supervisory Responsibilities

No direct supervisor responsibilities.

Employee Signature: I have read and agree that I can perform the essential functions of this position.

Print Name

Signature

Date

Manager or HR Rep. Signature

Date