

Rural Health Network of South Central New York (RHNSCNY)
Position Description: Approved August 2025

Position: Finance/Office Assistant

Classification: The Finance/Office Assistant is a regular, full-time, non-exempt position and is subject to the provisions of the Fair Labor Standards Act.

Position Type/Schedule: This position is full-time, primarily Mon-Thurs between the hours of 8:00 am – 4:00 pm; Friday 8:00 am – 1:00 pm (35 hours weekly/70 hours biweekly), with flexibility for evening and weekend hours, as approved by the supervisor and based on organizational needs.

Benefits: Eligible benefits include 10 paid holidays annually, paid vacation and sick time, employee health insurance, dental and vision plan available, retirement plan, life insurance, Employee Assistance Program (EAP), and additional benefits after 6-12 months of employment.

Rate of pay: \$20.00/hr.

Reports to: Finance Director

General Duties and Responsibilities: The Finance/Office Assistant is responsible for performing a variety of tasks in accordance with standard accounting practices and basic office duties. This position requires attention to detail and accuracy in handling financial data, sensitive agency information, and interacting with community members and visitors to the 455 Court St. location.

Supervisory Responsibilities: None

Specific Responsibilities: The responsibilities of the Finance/Office Assistant include, but are not limited to, the following:

1. Data entry and record keeping:
 - a. Prepares expense authorizations and ensures accurate documentation of expense allocations
 - b. Manages accounts payable and verifies for accuracy
 - c. Maintains accounts payable vendors, retains W-9 records
 - d. Assists with journal entries
 - e. Verifies account balances in the general ledger
2. Claims and report preparation:
 - a. Assists with the completion of finance reports
 - b. Assists with the annual audit process
3. Account reconciliation:
 - a. Creates positive pay files according to bank specifications
 - b. Verifies and records bank deposits, completes monthly bank reconciliations
4. Compliance:
 - a. Ensures that expenses and documentation adhere to agency, federal, state and funder policies

5. Completes other financial duties as assigned;

Office Assistance:

6. Serves as the primary receptionist by providing excellent, timely and appropriate customer service to all customers (community members, organizations, Board of Directors, staff, etc.), contacting and interacting with the agency. Includes:
 - a. Answering phone calls, directing inquiries to appropriate staff members, and providing general assistance to callers; and
 - b. Monitoring and answering the door, greeting visitors to the facility, ensuring a welcoming environment and assisting with visitor check-in.
 - c. Receive daily mail and package deliveries.
7. Maintains agency-wide office supplies, equipment, and facilities, ensuring a clean and organized workplace.
8. Assists administrative departments with the accurate organization and filing of documents in paper and electronic formats.
9. Serves as a member of the RHNSCNY Staff team and seeks ways to continuously improve and support the work of the agency. Identifies and initiates effective ways to support, integrate and/or apply all agency services to provide the maximum benefit to those served.

Work Environment and Conditions:

Primary work location: 455 Court St., Binghamton

Physical Demands: This position requires sitting and/or standing to the employee's comfort level, in a designated workstation. Frequent computer use is required.

Travel: Position requires minimal travel to make bank deposits. Mileage will be reimbursed at the federal rate.

Required Knowledge and Skills:

Working knowledge of modern methods of computerized bookkeeping systems, office terminology, procedures, equipment, and common business software. Working knowledge of business arithmetic and the ability to make arithmetic computations accurately. Ability to understand and follow oral and written instructions. Proficiency in general keyboard skills.

Required Skills:

- **Communication:** Excellent verbal and written communication skills for interacting with colleagues, clients and vendors
- **Organizational:** Able to manage multiple tasks, prioritize effectively, and maintain a well-organized workspace
- **Attention to detail:** Accuracy in document management, data entry, and other tasks as required
- **Technology:** Basic computer skills and familiarity with office software. Must be proficient in Google Suite, Microsoft Suite, including Excel, and virtual meeting platforms.
- **Time Management:** Respond to staff, client, and vendor needs in a timely and efficient manner.

Education and experience:

Required: Associates' Degree in a related field combined with at least 2 years experience in the required responsibilities and skills OR at least 5 years demonstrated experience in the required responsibilities and skills.

Additional Requirements: All Rural Health Network employees, volunteers, and service members are expected to support the organization's mission, vision, and values.

EEO Statement: Rural Health Network provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.