
IHA/ServiShare

JOB DESCRIPTION

Title: Accounting Operations Administrative Assistant

Reports To: Senior Director, Finance

Date Revised: July 7, 2023

BASIC FUNCTION

To support IHA and its affiliates organizations in carrying out the responsibilities of the accounting and operational services.

NATURE AND SCOPE

- Process all account receivable transactions including credit card payments and deposits funds to appropriate bank accounts.
- Assist in preparing invoices for IHA and affiliated organizations.
- Process and maintain organized records for accounts receivable and accounts payable.
- Prepare and process 1099's at year-end by monitoring 1099 vendors throughout the year.
- Assist with PAC reporting, deposits, payments, and reports.
- Perform account analysis and reconciliation of the general ledger accounts to their subsidiary ledgers.
- Run monthly reports for postage meter and create invoices for postage as needed.
- Assist with membership renewals payments, sending out invoices, and follow-ups as needed.
- Assist with ensuring the records for our membership groups are maintained and updated to ensure the directory is current.
- Assist with audit preparation and research during audit.
- Provide assistance with the Iowa Rural Health Telecommunications Program (IRHTP) invoicing and filing with USAC.
- Assist with IHERF scholarship applications and recipient tracking.
- Maintain a working knowledge of standard operating procedures for all accounting related systems and assist with updates/upgrades.
- Assist with front desk coverage for IHA receptionist and backup support as needed.
- Perform other related work as requested.

JOB REQUIREMENTS

Requires a two year accounting degree or equivalent experience. Computer and accounting software experience required. Must be detail oriented and the ability to multi-task. Excellent communications and customer service skills and the ability to work within tight deadlines while managing multiple ongoing projects.