



County Medical Services Program Governing Board

ADMINISTRATIVE SPECIALIST
Job Description

Department:	Finance and Administration
Reports to:	Finance Director
Supervises:	This classification does not exercise supervision over staff
FLSA Status:	Non-Exempt
Effective Date:	August 2023

Job Summary

Under general supervision, performs a variety of technical accounting support duties related to the preparation and maintenance of financial and statistical records, along with a variety of general clerical and administrative support duties related to filing, reception, form processing, record maintenance, mail, typing, data administration, and/or obtaining and comparing information related to department records and programs.

Essential Duties and Responsibilities

- Processes and tracks accounts payable. Receives and examines general vendor invoices, statements for services received, eligibility allocations, and other billing documents to ensure receipt of goods/services, arithmetical accuracy and payment discounts. Prepares vendor claims. Balances and/or reconciles account records, and prepares checks, ACH and wires for approval and distribution.
- Processes and tracks accounts receivable such as county participation fees, unused grant funds, and other receivables. Prepares statements to clients/customers/third party vendors, noting payer data, recording materials/services provided and calculating amount due. Receives and records payments on accounts.
- Prepares, tracks, monitors and/or reconciles bank accounts, annual 1099s, unclaimed property, third party liens, subpoenas, FPPC regulation and reporting requirements, individual movement and activity reports, county eligibility expenditure reports, county eligibility allocation calculations and organization's contracts with vendors and third party administrators.
- Prepares general journal entries, enters into accounting software, and files as needed.
- Composes routine correspondence and/or prepares notices/forms of action taken and prepares for mailing.
- Receives visitors and screen callers. Provides general procedural and/or specific information regarding department, program or services. Evaluates described problems and responds to inquiries regarding departmental services or official documents and notices. Refers callers to appropriate individuals and/or offices.
- Receives, processes, and/or distributes materials and/or mail in accordance with prescribed methods.
- Prepares and maintains conference room for monthly meetings, including table set-up, ensuring cleanliness of the room, and preparation and distribution of meeting materials and refreshments.
- Serves as the primary contact for office equipment and facility maintenance, office supply and stationery orders, and county form fulfillment.
- Serves as primary administrative support to the Executive Director, Finance Director, CMSP staff, and consultants.



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Essential Duties and Responsibilities

- Prepares documents, gathers information necessary for document composition, meetings, and/or presentations, receives direction regarding or determine document content, distribution and preparation priority, and prepares documents and packets for distribution.
- Processes data and/or information following a schema or plan for the purpose of recording, referencing or reporting information.
- Arranges schedules of appointments, meetings, and conferences.
- Performs other duties or special projects as required or as assigned by a supervisor.

Desired Minimum Qualifications

Education: High school diploma, GED, or equivalent.

Field of study: N/A.

Work Experience: Three (3) years of clerical experience with a minimum of two years performing accounting related duties.

Certifications/Licenses Required: N/A.

Knowledge, Skills and Abilities

Knowledge of:

- Office procedures, methods, and equipment including computers and applicable software applications such as accounting software, word processing, spreadsheets, databases, and other specialized applications related to area of assignment.
- Basic filing and record keeping systems.
- Systematic approach to problem solving.
- Financial operations, services, and activities of assigned department.
- General accounting principles and practices and financial recordkeeping.
- Methods and techniques of tracking and reconciling information between documents, accounts and ledgers.
- Basic mathematics such as addition, subtraction, multiplication, division, decimals, fractions, and percentages.
- Methods of locating and verifying information.
- Principles and practices of prioritizing, planning, and organizing work.
- Fundamental public relations techniques.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Perform fiscal clerical duties in assigned department or unit including accounts payable, accounts receivable, treasury, tax collection and related areas.
- Develop and maintain financial and accounting records.
- Interpret computer printouts.
- Make arithmetic computations with speed and accuracy.
- Read, understand, and apply written regulations and other job-related materials.
- Organize and prioritize work assignments.
- Use automated technology to maintain records and files.
- Work with sensitive and confidential information.
- Prepare and analyze financial data.



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Knowledge, Skills and Abilities

- Apply technical competency with strong computer skills.
- Utilize time management skills and multi-tasking capabilities.
- Review material for accuracy and procedural conformance.
- Adapt to changing technologies and learn the functionality of new equipment and systems.
- Maintain accurate records and document actions taken.
- Establish and maintain effective working relationships with others.
- Communicate clearly and concisely, both verbally and in writing.

Physical Demands

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands are minimal and typical of similar jobs in comparable organizations. Sitting for extended periods; frequently standing and walking; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

May require exerting up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment, with continuous contact with staff and public. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Pay and Benefits

- Part Time Position, 20 hours / week
- \$23 - \$41.50 per hour (depending on qualifications and experience). This position is non-exempt.
- Paid vacation and sick leave.
- Retirement plan and optional 457(b) plan.

To Apply

Please send a cover letter and resume to jobs@cmspcounties.org.

The duties herein are intended only to illustrate the various types of work that may be assigned, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of CMSP.