



# Mountain Counties

EMERGENCY MEDICAL SERVICES AGENCY

Announces an Employment Opportunity for

## **Executive Secretary / Financial Services Assistant (Management Services Assistant)**

**Starting Salary – Based On Qualifications**

**Current Salary Range**

**\$46,393 - \$57,992 Annually**

**(\$3,866 – \$4,833 per month)**

***Mountain Counties EMS Agency is an Equal Opportunity Employer***

**FINAL FILING DATE: [Wednesday, December 13, 2023](#)**

**(All applications must be received at the Agency by 5:00 PM on Wednesday, December 13, 2023)**

The Mountain Counties EMS Agency is a regional EMS agency which serves the counties of Alpine, Amador, Calaveras, and Mariposa. The purposes of the EMS Agency are to plan, coordinate, monitor, and evaluate the implementation of the emergency medical services system.

The Agency is seeking a dynamic, energetic and self-motivated candidate to fill a Management Services Assistant position. This is a full-time position that reports to the Executive Director and carries out secretarial duties to relieve the Executive Director, Medical Director, and JPA Board of Directors of administrative details; performs a variety of administrative support duties related to the activities and operations of the Agency; and is responsible to perform comprehensive accounting functions to maintain current and accurate Agency financial records.

### **SIGNIFICANT DUTIES**

- Composes, reviews and edits a variety of business documents to include correspondence, memos, reports, contracts, and other documents specific to the functions of the Agency.
- Reviews and participates in the development and updating of Agency policies and procedures.
- Coordinates and schedules appointments and meetings.
- Provides secretarial/administrative support for the JPA Board of Directors meetings to include coordinating the agendas, polling members to ensure a quorum, preparing and distributing meeting material packets, setting up the meeting room, and preparing the meeting minutes.
- Establishes and maintains a wide variety of electronic records and files related to Agency operations.
- Maintains employee personnel files including salary, employment status, accrued vacation, sick and compensation leave.
- Performs all functions related to payroll to include preparation of paychecks, submission of employer payroll taxes, and preparation of quarterly tax reports as well as electronic filing of year-end W2s.

- Processes vendor invoices for payment, maintains W9s, and prepares electronic filing of year-end 1099s.
- Prepares customer invoices and follows up on unpaid accounts receivable.
- Monitors cash flow, banking activities, and drafts the annual budget for management review.
- Prepares financial reports, maintains financial records, and responds to requests generated during the annual financial audit.
- Assists in the accreditation, authorization and certification of EMS field personnel.
- Assists Agency staff with projects as assigned.
- Performs related duties similar to the above in scope and function as required.

### **KNOWLEDGE AND ABILITY**

#### **Knowledge of:**

- Microsoft Office 365 applications to include Word, Excel, PowerPoint and Outlook;
- Sage 50 Accounting software or other similar business accounting system;
- Generally Accepted Accounting Principles in the United States of America;
- Bookkeeping and accounting practices, procedures, and methods;
- Office procedures and processes for customer service, document development, records maintenance, meeting coordination and scheduling, and staff support;
- Personnel practices and procedures.

#### **Ability to:**

- Understand and apply proper secretarial and administrative support procedures;
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- Understand and apply proper accounting and bookkeeping procedures and rules;
- Perform mathematical calculations with speed and accuracy;
- Establish and maintain manual and electronic records;
- Effectively and tactfully communicate in both oral and written forms;
- Understand and follow both oral and written instructions in an independent manner;
- Operate standard office equipment/machines such as a computer, calculator, printer, facsimile machine, and copier;
- Safely perform job duties without risk of injury to self or others.

### **MANAGEMENT SERVICES ASSISTANT QUALIFICATIONS**

#### **This position is classified as a Management Services Assistant:**

- Any combination of experience, education, and/or training sufficient to demonstrate the knowledge and abilities listed above.
- Possession of a valid, Class C California Driver's License.
- **Preferred:** Familiarity with Sage 50 Accounting Software
- **Preferred:** Government agency experience

### **WORKING CONDITIONS**

Normal business hours, Monday thru Friday, 8 AM to 5 PM in the office environment with some remote work from home permitted. Schedule to be agreed with Executive Director.

**TO APPLY:** Submit a completed **Mountain Counties EMS Agency Employment Application**, resume, and response to **Supplemental Questions** to:

**Mountain Counties EMS Agency, 3505 Spangler Ln., Suite 405, Copperopolis, CA. 95228**  
**Attn: Thomas Morton – Acting Executive Director**

Completed application materials must be postmarked by 5:00 p.m. on December 13, 2023 in order to be considered. Completed application packets will be evaluated to determine those applicants best meeting the Agency's needs. Successful candidates will be placed on an eligible list for possible final oral interviews.

For more information or to receive application materials, see our web site at **[www.mvemsa.org](http://www.mvemsa.org)** or contact Thomas Morton @ **[209-529-5085](tel:209-529-5085)** or [tmorton@mvemsa.com](mailto:tmorton@mvemsa.com)

### **SUPPLEMENTAL QUESTIONS**

**Responses to these Supplemental Questions must be submitted with your application materials. Applications received without a Supplemental Question Response will not be considered.**

1. Please describe the type of secretarial duties you have performed in the past three years.
2. Please describe your recent experience with business accounting duties.
3. Please share about a circumstance when you were able to use your interpersonal skills to dispel a misunderstanding in the work environment.
4. Please give an example of how you have used Microsoft Office products to produce a business document.

### **BENEFITS:**

The Agency offers a generous benefits package, including:

- \$600 to \$1500/ month allowance toward medical/dental/vision insurance
- IRS-125 Cafeteria Plan
- SEP-IRA Retirement Account
- Group Term Life Insurance
- 15 paid vacation days annually
- 16 paid holidays annually
- 12 paid sick days annually

### **NOTE:**

- If you believe you possess a disability that would require test accommodation, please call the EMS Agency.
- Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S.

***Mountain Counties EMS Agency is an Equal Opportunity Employer***