

The Virginia Hospital & Healthcare Association (VHHA) is seeking candidates for **Office Administrator/Accounting Assistant** at our headquarters in Glen Allen, Virginia. The Office Administrator is primarily responsible for ensuring general management of the office, facilitating all office functions and services. The Office Administrator supports the Finance team by performing general accounting tasks and data entry (approximately 50% of the position). The Office Administrator performs a variety of administrative tasks in support of the Executive team. The Office Administrator works collaboratively with all staff to perform duties assigned including scheduling meetings, ordering supplies, and coordinating mailings. Exercise of discretion and judgment is required.

Essential functions include:

- Approve office-related invoices and execute weekly onsite deposits.
- Scan invoices and checks received and save into the accounting drive on the network.
- Assist with invoice generation and data entry into the accounting software, including semi-monthly grant reimbursements.
- Perform reconciliation of bank accounts using the accounting software.
- Provide administrative support for the Executive team including coordinating and scheduling business commitments, preparing correspondence and receiving and screening telephone calls for the President/CEO.
- Provide administrative support to Board of Directors and Executive Committee and other entities coordinated or chaired by the President/CEO. Plan and oversee logistical arrangements for in-house meetings, including space and facility needs, meals and refreshments, supplies, and technology. Maintain Board orientation materials with the Associate General Counsel.
- Coordinate VHHA's IT system maintenance and operations, working with outsourced IT vendor.
- Open, sort and route incoming mail. Prepare for President/CEO in order of priority. Prepare outgoing mail and overnight delivery.
- Maintain office equipment and arrange for service when needed.
- Maintain inventory of and order supplies.
- Act as liaison for building tenants, address facilities issues with property management, maintain security fobs, and answer questions.
- Establish and maintain corporate documents and files as needed.
- Assist with planning and execution of Association meetings and conferences.
- Coordinate onboarding of new employees including set-up of workspace.

Ideal candidates will have knowledge of basic accounting principles, Microsoft Office Suite, Smartsheet, and accounting software package(s). Must have excellent communication and problem-solving skills and be highly customer service oriented. Must have excellent planning and organizational skills. Must be able to work independently, anticipate changing priorities and adjust accordingly.

This is a full-time, exempt position and the hours of work are Monday-Friday from 8:30 am-5:00 pm. Occasional overtime is required. Occasional travel within the Richmond metropolitan area and infrequent travel within the Commonwealth of Virginia.

An Associate's degree and a minimum of 5 years of progressive experience in a business/corporate environment is required. An equivalent combination of education, training, and experience may be considered. A Bachelor's degree and experience in an association environment is preferred.

Compensation will be commensurate with work experience. VHHA offers a competitive benefits package and incentive plan opportunity.

Interested candidates should send a cover letter and resume to recruiting@vhha.com.

VHHA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, age, disability, marital status, military service or veteran status, sexual orientation, gender identity, genetic information, pregnancy, childbirth, or related medical conditions, including lactation, political affiliation, or other basis prohibited by federal or state law relating to discrimination in employment.

It is the policy of VHHA to provide a drug-free workplace in keeping with the spirit and intent of the Drug Free Workplace Act of 1988. VHHA prohibits the unlawful manufacture, sale, distribution, dispensation, possession, or use of alcohol, controlled substances or marijuana on VHHA premises or while conducting VHHA business on or off VHHA premises.