Custer County, Colorado
Position Description

Position Title: Assistant Operations Manager

Agency: West Custer County Hospital District (WCCHD)

Status: Part-Time (20 hours/week)

Overview: Under the supervision of the WCCHD Board of Directors, the Assistant Operations Manager supports the District in developing and sustaining the organization's mission, policies and direction. This individual will work along side the full time Operations Manager and is responsible for assisting in daily operations, coordinating office procedures, maintaining multiple budgets, monitoring operating expenses, complying with state'federal regulations, working with external vendors and coordinating office procedures. The position requires a blend of practical experience, organizational proficiencies and specific technical skills to support daily administrative operations.

Essential Duties and Responsibilities:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The WCCHD reserves the right to modify or change the duties or essential functions of this job at any time.

1. Maintaining and documenting complex accounts while ensuring all transactions align with District budget and grant requirements.

2. Analyzing District expenditures and ensuring financial operations remain within established District limits and providing forecast reports for the Treasurer.

3. Maintaining an organized and secure digital filing system ensuring that sensitive documents and contracts remain confidential and easily retrievable.

4. Planning the annual District budget in consultation with the Board of Directors.

5. Coordinating the procurement of services and equipment with external vendors.

6. Coordinate with billing agency to confirm receipts of revenue from insurance companies and self-pays. Work with County Treasurer to collect tax revenue and make deposits accordingly.

7. Assist in preparing the draft agenda and packet materials for monthly Board meetings.

8. Assist in preparing bi-weekly EMS payroll and supporting orientation of new employees, entering payroll system and adding fringe benefits.

9. Recording all financial transactions in QuickBooks or equivalent software.

Qualifications and Experience:

Education: Preferred: Formal education in Business Administration or equivalent combination of education and experience to successively perform essential duties as listed.

Work experience in positions similar or related to this job: A combination of education, training and experience in office management equal to 3 three years. Proficiency in office software such as WORD, EXCEL, INTUIT, ADOBE.

Skills and Abilities:

1. Ability to read and understand written materials and compose information/instruction in written form as well as coordinate and organize in-person and virtual meetings.

2. Ability to independently set priorities.

3. Proficiency in modern office technology.

4. Ability to apply problem solving skills in developing solutions for unanticipated issues and challenges within parameters of job description.

5. Ability to exercise confidentiality and maintain privacy practices.

6. Ability to effectively communicate with diverse populations including staff, colleagues and the public.

7. Ability to identify and resolve operational challenges.