Job Title: Executive Assistant
Position Type: Full-time, Hourly, Non-Exempt, Benefits Eligible
Wage: $15-$22/hour DOE
Location: Salem, Utah
Supervisor: Executive Director

Kids Who Count is a nonprofit organization with more than 30 years’ experience serving young children with special needs and their families in South Utah County. It is our mission to empower families to optimize the developmental potential of their young children.

Position Summary:
The Executive Assistant position manages key organizational functions including coordinating workflow, managing projects, correspondence, tracking data, reporting and billing. This team member provides critical support to the executive team by receiving calls and referrals, managing inventory, facilitating billing, paying vendors, tracking accounts payable, assisting with online and social media content and reporting on program outcomes.

Requirements:
• High school diploma with relevant experience. Bachelor or Associate degree in related field preferred.
• Professional level verbal and written communications skills.
• In-depth understanding and experience with entire MS Office suite.
• Basic billing and accounts payable skills.
• Advanced computer skills and the ability to work across multiple platforms including data entry, contact management software, editing and formatting documents, creating spreadsheets, presentations and reports.
• Must be detail oriented, accurate, able to organize multiple tasks and meet deadlines.
• Able to pass a Background Criminal Investigation.

Preferred Skills:
• Experience billing public/private insurance, determining eligibility, coding patient data, billing for copayments and knowledge of insurance guidelines requirements and systems.
• Ability to manage and administer Office 365 software including Outlook, OneDrive, SharePoint
• Device management and inventory.
• Contact management software and/or database management.
• Ability to manage and update content for websites, social media and other marketing channels.
• Knowledge of basic accounting and bookkeeping procedures.
• Basic human resource management skills
• Professional or volunteer experience in early childhood, the disability community or advocacy for underserved populations.
Physical Requirements:
• Hearing/listening, lifting, manual dexterity, pulling/pushing, seeing, sitting, speaking, squatting/kneeling, standing, and walking. Keyboarding and viewing screens for extended periods. Lifting objects, boxes and climbing a ladder to access and organize boxes of files and materials.

Job Responsibilities:
• Utilize program databases to update and report on data and outcomes.
• Collect and maintain program data, aggregate data, create reports related to program outcomes, trends, budget, needs and services.
• Assist with referrals, intake and coordination of children referred for services.
• Prepare agendas and take minutes for assigned meetings.
• Contribute content, update and manage website, social media and other marketing channels.
• Facilitate client surveys, and family stories & testimonials, collect and aggregate data for program reporting.
• Organize and maintain program brand assets, policies, procedures and program information using electronic filing systems.
• Submit required documentation to bill public and private insurance including preauthorization forms for services, intake support for parents, data mining, and following unpaid claims timely.
• Update accounts receivable and view for accuracy and completeness.
• Prepare and manage copayment/parent fees and patient responsibility claims.
• Maintaining software programs and inventory devices and equipment for programs.
• Create and maintain contact management lists of clients, donors, community stakeholders.
• Facilitate periodic mailings and email blasts through CMS software.
• Coordinate office support services including purchasing and inventory of employee equipment and devices, including, but not limited to; documentation, scheduling needed support, issuing devices and updating inventory lists.
• Manage purchasing and assist with payment processing and reconcile program expenditures.
• Coordinate basic human resources tasks such as preparing files, scheduling reviews, scheduling training, uploading payroll information, and connecting employees to onboarding resources.
• Serve as liaison for employee benefit providers.
• Coordinate and schedule wait lists, rolls, and group services, including reminders and scheduling with parents.

Other Duties as Assigned