



Job Title:	Program Assistant, Finance
Department:	Finance
Supervisor:	Chief Financial Officer
Employment Status:	Regular, Full-time
FLSA Status:	Exempt
Supervision:	None
Location:	Remote
Travel:	15%
Hiring Salary Range	\$55,000-\$65,000

Interested applicants should submit their resume and cover letter to resume@hri-online.com to be considered.

Introduction:

The mission of the Public Health Accreditation Board (PHAB) is to advance and transform public health practice by championing performance improvement, strong infrastructure, and innovation. PHAB is the accrediting body for Tribal, state, local, and territorial governmental public health departments in the U.S. Accreditation provides a means for a public health department to identify performance improvement opportunities, to improve management, develop leadership, and improve relationships with members of the community. PHAB is committed to diversity, equity, inclusion, and antiracism (IDEA) and is on an ongoing journey to build an inclusive and welcoming organization.

Position Summary:

This position will provide general programmatic and administrative support for PHAB's Finance unit. The Program Assistant will assist the staff of the Finance unit in the implementation of workplans and processes. Tasks may include financial recordkeeping, budget assistance, assist in financial reporting, research on compliance issues, utilization of various financial systems (such as Sage Intacct), collaboration with other departments related to financial matters, note taking and development of meeting materials and summaries, documentation of processes, policies and procedures, processing of documents, data or information and technology and systems support.

The Program Assistant may interact with and provide support and technical assistance to employees from PHAB, health departments, vendors, professional associations, site visitors, committees/workgroups, and other individuals and organizations with whom PHAB interacts.

The incumbent will engage in other logistical and communication activities to support PHAB. The position will provide an opportunity to learn about and be a part of shaping the practice of public health throughout the country. The Program Assistant will have the opportunity to engage in other organizational activities, as appropriate. The Program Assistant will participate in the equity-based strategic goals of the unit to meet PHAB's organizational strategic priorities¹.



Position Responsibilities:

- Assist with the development and design of new or revised templates, training guides, flow charts, and other materials.
- Provide technical editing and quality control for documents, policies, and procedures.
- Utilize financial software and systems to manage and analyze financial data.
- Collaborate with other departments to gather financial information and provide support as needed.
- Assist with creating new accounts in the accounting system.
- Assist with tracking/monitoring Accounts Receivable invoices.
- Assist with tracking deferred revenue and special customer agreements.
- Contribute to the planning, development, and implementation of PHAB's Finance Unit's operations.
- Provide internal and external scheduling support, as needed.
- Assist in maintaining internal processes and procedures.
- Develop and maintain department files and systems.
- Track and process documents.
- Tracking and responding to internal and external inquiries.
- Contribute to organizational strategic plan and other priorities.
- Other duties as assigned.

Knowledge and Skills required:

This section describes the knowledge, skills and expertise that we consider most important to success in this position. We recognize that not everyone will be an exact fit for this list, and we know you offer strengths and talents beyond what we've listed. If you have a vision and excitement for this role and our mission, and/or if you've been directly impacted by the public health, systemic and social issues that we address, we encourage your application.

- Bachelor's degree; preference given to individuals with 1-2 years' professional experience;
- Interest in the field of public health, finance, business operations or communications, particularly topics relating to financial operations, accreditation, performance improvement, infrastructure, innovations, and research;
- Excellent customer relationship skills;
- Excellent interpersonal, communication, and organization skills;
- Commitment to approaching work through a diversity, inclusion, equity, and anti-racism lens (IDEA)
- Computer skills and proficiency with Microsoft 365;
- Knowledge and proficiency with Sage Intacct preferred;
- Self-motivated with a strong work ethic and ability to work independently and collaboratively;
- Proven writing and editing skills;
- Excellent ability to multitask and prioritize tasks effectively within tight timelines;
- Skilled in the use of technology, including learning new platforms and helping others to successfully use them;
- Demonstrated experience working collaboratively with peers in a team-oriented environment;
- Ability to work independently and meet deadlines while seeking guidance when needed; and

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- Ability to travel.

DISTRIBUTED EMPLOYER ENVIRONMENT: The Public Health Accreditation Board's staff currently work in a remote office environment. Employees working from home must agree to maintain a professional working environment with a dedicated workspace, including high-speed internet access. All staff are required to participate in in-person staff meetings that occur currently on a semi-annual basis for up to 5 consecutive days. These in-person staff meetings may be increased to a quarterly basis, as determined by management. Travel and related expenses for these meetings will be paid for by the employer.

VACCINATION: PHAB recommends but does not require its staff, volunteers, interns, fellows, assignees, and meeting attendees be up to date with an FDA-approved COVID-19 vaccination series, including boosters. Other risk-mitigation measures, such as wearing masks in our offices or in meeting settings are also optional.

EEO STATEMENT: PHAB is committed to equal employment opportunity. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, pregnancy, childbirth or related medical condition, religious creed, physical disability, mental disability, age, medical condition (e.g. cancer or a record or history of cancer), marital status, veteran status, sexual orientation, genetic information, or any other characteristic protected by federal, state or local law. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.