



***The Far West Texas & Southern New Mexico Regional Advisory Council on  
Trauma and Emergency Healthcare***

**JOB TITLE:** Secretary/Bookkeeper

**STATUS:** Fulltime regular

**SALARY RANGE:** \$ 24,900 - \$ 41,600

**GENERAL STATEMENT OF DUTIES:**

Under general supervision, performs administrative duties which include maintaining department accounts, compiling information and analyzing data, and preparing reports; coordinates activities of a department project or program; coordinates department computing and software resources, including web activities; prepares and processes correspondence, agendas, general papers, manuscripts, and/or publication materials; prepares purchasing and timekeeping information.

**QUALIFICATIONS:**

**Education:** High school diploma or equivalent; supplemented with related coursework

**Experience:** One (1) year of related work experience.

**KNOWLEDGE/SKILLS/ABILITIES:**

**Knowledge:** Knowledge of office practices and procedures and of computing hardware and software resources, including QuickBooks.

**Skills:** Should possess strong written and verbal communication, organization, planning, and interpersonal skills. Must have proficient computer skills. Must have accounting and bookkeeping skills.

**Ability:** Must possess strong oral and written communication skills. Must be able to compose and edit correspondence. Must establish and maintain relationships with local, state, and federal agencies, health care officials, policy and advisory committees of the RAC and general public. Requires the ability to manage multiple tasks simultaneously, type and operate personal computer, various software programs, and modern office equipment. Requires the ability to maintain confidentiality.

## **DUTIES AND RESPONSIBILITIES:**

### Essential Functions :

- Prepares and processes confidential correspondence, reports, agenda, and general papers
- Composes and prepares routine correspondence, memos letters, reports, etc.
- Processes forms, schedules, contracts, grants, and general correspondence
- Maintains organization databases, budgets, cash controls, and accounting and purchasing records
- Maintains accounts receivable database system
- Assists in processing and maintaining payroll and payroll documents
- Assists in the coordinates activities of the organization including events and conferences
- Makes, confirms, and processes travel arrangements and expense reports
- Schedules appointments and arranges meetings
- Screens telephone calls
- Maintains schedules and calendars
- Monitors inventory

### Non-essential functions:

- Present a positive image of the organization by a neat and professional appearance.
- Make RAC members and the public feel respected and welcome.
- Maintain patient, hospital and EMS agency confidentiality.
- Contribute to and participate in team and individual efforts to improve the quality of services.
- Show initiative and judgment in controlling the utilization of resources and fiscal responsibility.
- Attend all mandatory in-services.
- Comply with policies on safety, hazardous materials, universal precautions, and infection control.
- Must maintain regular, consistent attendance.
- Adhere to acceptable standards of business ethics and integrity, and comply with all federal, state and local laws, rules, and regulations in all aspects of business and at all times.

- Must strictly adhere to compliance policies and legal requirements as a condition of employment.
- Attend all necessary meetings and in-services.

**CONFIDENTIALITY OF INFORMATION AND CODE OF CONDUCT:**

Confidentiality of Information:

Employee protects and safeguards the privacy of all confidential information, in compliance with HIPAA and applicable federal and state guidelines, by assuring data integrity, limiting the availability, prohibiting improper disclosure when it is stored, transmitted, received or disposed, and not discussing confidential information with others, including friends and family, who do not have a business “need to know”. Confidential information includes the following:

- Patient information-protected health information (PHI)
- Administrative information
- Financial information
- Human resources information
- Payroll information

Code of Conduct:

Employee follows the RAC Code of Conduct, which are rules to guide us in our work to assure the highest standards of business ethics and compliance as follows:

1. **Legal Compliance:** comply with federal/state laws.
2. **Business Ethics:** accurately & honestly represent the Organization and not defraud anyone of money, property or service; at a minimum comply with the “TDH Guide to Key Financial Responsibilities”.
3. **Confidentiality:** protect confidential information.
4. **Conflict of Interest:** do not use position to profit personally.
5. **Business Relationships:** business transactions are free from offers or solicitation of gifts/favors.
6. **Protection of Assets:** preserve assets by using resources prudently and effectively.
7. **Patient Rights:** respect and support patient rights to privacy & treatment

**SERVICE EXCELLENCE CRITERIA:**

- Shows courtesy, compassion and respect.
- Communicates with all customers appropriately.
- Contributes to teamwork and harmonious working relationships.
- Supports and demonstrates continuous improvement of quality and service.
- Shares ideas and suggestions.
- Participates in projects.
- Reports problems or unusual events appropriately.
- Participates in problem solving.
- Demonstrates behavior that promotes professionalism and self-development.
- Participates in educational programs and seminars.
- Promotes cost consciousness.
- Displays professional appearance.
- Promotes professional environment, including emphasis on cleanliness and safety.

**TYPICAL PHYSICAL DEMANDS:**

Works in indoor and outdoor environments in all types of conditions, temperatures, and weather. Must possess physical and mental health to meet the demands of the position. Must be able to travel and participate in the regional RAC meetings and appropriate meetings related to state and regional trauma system or emergency management activities.

**JOB RELATIONS:**

Accountable to: RAC Executive Director, RAC Assistant Director

Supervised by: RAC Executive Director

Supervisors: none

**UPGRADINGS AND TRANSFERS:**

No formal line of promotion.

I hereby acknowledge receipt of and agree to abide by the above job description, which covers the position that I work here at the Far West Texas & southern New Mexico Regional Advisory Council on Trauma, so long as I am employed by the Organization.

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Signature of Employee

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Date

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Signature of Witness

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Date