



**EMERGENCY HEALTH  
SERVICES FEDERATION**  
YOUR COMMUNITY. OUR COMMITMENT.



### **ADMINISTRATIVE SERVICES ASSISTANT**

The Emergency Health Services Federation, Inc., the Regional EMS Council for South Central Pennsylvania is currently seeking a part-time **Administrative Services Assistant**. This individual will be responsible for supporting our Director of Administrative Services with administrative and financial tasks related to EMS and Public Health initiatives. This is a part-time position, approximately 10-15 hours a week, with the possibility of becoming a full-time position. The position offers a flexible schedule and remote work possibilities.

Responsibilities for this position will include assisting the Director of Administrative Services with:

- Daily financial activities, including processing invoices, expense reports, and reconciling accounts.
- Maintaining accurate and up-to-date financial records and databases.
- Budget tracking and invoicing for grant funding.
- Maintenance of computerized accounting and bookkeeping records.
- Maintenance of payroll records and benefits program.
- Administrative tasks, such as data entry, procurement of office supplies and maintaining current employee inventory.

Qualifications:

- High school diploma or equivalent (Associate's or Bachelor's degree in Finance, Business Administration or related field is a plus).
- Prior experience in administrative and/or finance roles.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook).
- Experience with non-profit accounting and payroll management is a plus.

The desired candidate must have strong organizational skills and attention to detail, as well as excellent communication and interpersonal abilities. This candidate must also have the ability to work both independently and collaboratively.

The Emergency Health Services Federation, Inc. is an equal opportunity employer.

Initial review of applications will begin immediately. The position will remain open until filled; however, recruitment will close when a sufficient number of qualified applicants are received or all hiring decisions have been made.

If interested in this position, please forward your resume to the attention of Catherine M. Spangler via e-mail: [cspang@ehsf.org](mailto:cspang@ehsf.org).