



Help Wanted

P/T Administrative Assistant Waterbury Ambulance Service, Inc



Waterbury Ambulance is seeking an administrative assistant to the interim Executive Director

WHO WE ARE

Waterbury Ambulance Service, Inc. (WASI) is a non-profit VT licensed Emergency Medical Services company. We provide Advanced Life Support 911 medical response, medical transport, backcountry search & rescue, and Covid-19 testing and vaccinating in Waterbury and Waterbury Center and throughout Washington County, VT. We are staffed by a dedicated group of paid and volunteer individuals most of whom hold or are pursuing state and national emergency medical certifications.

THE ROLE

This job is a paid temporary position assisting the interim Executive Director with administrative office work in support of WASI's mission. It is available immediately, in-person, up to 32 hours per week, and lasting until a permanent Executive Director can be hired. The job would consist of basic bookkeeping and banking, patient and vendor invoice management, bill pay and reconciliations for a non-profit ambulance service. It would also entail managing a donor database and associated correspondence for an ongoing fundraising drive.

Duties and Responsibilities

Paying Bills	Donor Database management
Entering payments	Donor Correspondence/ 'Thank you' letters
Deposits / Banking	Incoming mail
Invoicing	Social media assistance
Inventory ordering	Monthly/Weekly reconciling
Other duties as assigned by management	No medical/clinical duties

Skills & Qualifications

Diligent, dependable, and detail oriented
Quickbooks proficient. (Other accounting software experience may be considered)
Basic MS Office proficiency; Word, Excel, Outlook
Prior bookkeeping and office management experience preferred
No medical experience or licensure required. Familiarity with EMS, medicine or insurance helpful.
High school diploma required, college degree preferred

Hours 24-36 per week. Days and times may be flexible.

Location WASI office; 1727 Guptil Rd, Waterbury Center, VT

Salary \$20-22.00 per hour depending on qualifications

To apply send Cover Letter and Resume to Maggie Burke at Maggie.burke@waterburyambulane.org