



**K-B Ambulance Corps, Inc.**  
294 Westcott Road  
P.O. Box 209  
Danielson, CT 06239  
860-774-7625 *Administrative*  
860-774-6637 *Billing Office*

**Job Title:** Administrative Assistant (Part-Time)

**Location:** KB Ambulance Corps, Inc. 294 Westcott Road Danielson, CT 06239

**Reports To:** Chief Administrator

**Salary Range:** \$20 - \$25 per hour

**Position Overview:**

We are seeking a dedicated and detail-oriented Administrative Assistant to join our team on a part-time basis. This role involves managing Payroll, Accounts Receivable (AR), and Accounts Payable (AP) functions, and requires proficiency in QuickBooks. In addition, the role encompasses support for benefit administration and various administrative duties. There is potential for this position to transition to full-time in the future.

**Key Responsibilities:**

1. Payroll, AR/AP, and QuickBooks:

- Process employee payroll using iSolved Payroll Platform with precision and adherence to deadlines
- Manage AR and AP processes, including invoice and payment processing, expense tracking and reporting
- Maintain accurate financial records in QuickBooks

2. Benefit Administration:

- Assist in administering employee health and retirement benefit programs, including assisting in enrollment, reporting and benefit communications
- Provide employee support, assist in document and claims processing for employees with benefit-related inquiries

3. Administrative Support:

- Provide administrative assistance to all management staff and to the Chief Administrator
- Assist with board of directors reporting and meeting minutes
- Manage administrative schedules, appointments, and correspondence as needed

**Qualifications:**

- High school diploma or equivalent; relevant coursework or degree preferred
- Previous experience in payroll, AR/AP, and benefit administration
- Proficiency in QuickBooks is required
- Strong organizational skills with meticulous attention to detail
- Effective communication and interpersonal skills
- Ability to handle confidential information with discretion

**Working Hours:**

- This is a part-time position with flexible working hours
- Full-time employment may be considered in the future, subject to performance and business needs

**To Apply:**

Interested candidates should submit their resume and a cover letter highlighting their relevant experience with QuickBooks and administrative skills to [svarga@kbambulance.org](mailto:svarga@kbambulance.org). Please include "Administrative Assistant Application" in the subject line.

KB Ambulance Corps, Inc. is an equal opportunity employer and encourages applicants from diverse backgrounds.

**Application Deadline:** October 20, 2023

Stephen A. Varga  
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