



Jon D. Doolittle
President and CEO
P.O. Box 60
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***** JOB OPENING NOTICE *****

Open: February 19, 2025

Assistant to Chief Financial Officer and Division Vice President of Financial Operations

The Missouri Hospital Association is seeking a motivated, detail-oriented self-starter to perform a variety of administrative support and accounting duties for the Finance and Operations department.

Must be a high school graduate, having had courses in Accounting, English composition or business college training. At least three years of administrative support experience including at least one year of accounting experience, preferably in a business office, is strongly preferred. Must be able to perform tasks with a high degree of accuracy, confidentiality, dependability and independence, handle diversified duties in an organized, efficient manner, prioritize tasks and work well under time limitations. Strong and effective writing, editing, proofreading and communication skills are required. Experience with BoardEffect software and Adobe PDF software is essential. Candidate must be able to resolve routine problems and be courteous and cooperative in communicating with outside contacts and staff members. Must effectively and efficiently utilize application software, office machines, computers and related equipment and be proficient with Microsoft Office 365 suite of products including Outlook, Word, Excel, PowerPoint, Forms, Teams, OneDrive and SharePoint.

MHA is an equal opportunity employer with a drug and smoke-free work environment. MHA participates in the E-Verify Program. Submit resume and salary requirements to Human Resources, P.O. Box 60, Jefferson City, MO 65102-0060 or email to humanresources@mhanet.com.