



Welcome to **Westchester Medical Center**, the information below is a briefing about our organization, the job and instructions to assist you get aboard our work team.

## **ABOUT US**

**Westchester Medical Center**, an FTCA deemed Federally Qualified Health Center, is a network of community health centers throughout central Vermont and the Upper Valley. Our locations include six primary care clinics, a Critical Access Hospital with a renowned Birthing Center, specialty clinics, and senior living facilities.

## **WHY YOU SHOULD WORK FOR US**

At **Westchester Medical Center**, you'll enjoy the satisfaction of working for a mission-driven organization that gives back. Join us and learn how we are advancing science to provide the best possible experiences and outcomes for patients, donors, their families, and the clinicians who treat them.

## **OUR CULTURE**

A job at **Westchester Medical Center** is not just a job, it is a career. Many people are here for the long-term because we develop you as a person and it develops your career down the road. The company has a commitment to you and to your future. It reveals itself in all decisions, big and small, as well as everyday practices. Our High Performance culture is based on our corporate values. We are empowered to decide and act for the overall delivery of a successful project. We expect every employee to address and resolve issues, regardless of their role proactively and decisively. Our employees have a voice and make a meaningful impact. No matter the role in our organization, embracing our culture and living it daily is critical to the personal success of our employees and that of **Westchester Medical Center**.

## **ABOUT THE JOB**

This position was created due to the upgrade in our database; our aim is to target more employees who will work from home or anywhere of their choice as this is strictly an online work from home. The working hours are flexible, employees can choose to work in the morning, afternoon, or evening. The regular pay-rate is \$35/hour and \$30/hour during training, payment is bi-weekly through direct deposit.

We are always interested in meeting like-minded individuals who can join us, help us grow and help us develop further in our progressive and inspirational organization.

**Westchester Medical Center**

**100 Woods Road Valhalla, NY 10595**



**PRIMARY DUTIES:**

Preparation of balance sheets (Mini), invoicing recording, proper data analysis of sales records and recording pay slips into accounting database. All these will be done using the required software.

**SECONDARY DUTIES:**

Employee will be connected to an online supervisor who will assign logs of duty daily which will be done using the Microsoft office tools and the other tailored company software. As for duties, employee hiring manager will assist with any difficulties by email. Work hours are flexible, and all activities and corresponding time are to be recorded in an excel spreadsheet. Training is mandatory, this is done to make sure job duties are carried out effectively.

**TAXES:**

At the year-end, we review tax law changes to maximize employee tax saving opportunities. With an effective tax plan, there is great assurance of tax being taken cared of accordingly.

All Information provided during interview will be recorded for reference purposes and stored in the company database. When training begins, a unique staff username and Password which will issued, this will be used to employees). Reform is not new to healthcare, but with the growth in technology, traditional paper, phone, and fax communications are woefully inadequate.

WESTCHESTER  
MEDICAL CENTER

**Westchester Medical Center**

**100 Woods Road Valhalla, NY 10595**



**Employee will receive the equipment listed below**

*Apple MacBook Pro 16" Core i9 2.4GHz 64GB 1TB Radeon Pro 5500M*

*HP LaserJet M577f Laser All-In-One Color Printer*

*Fellowes Proteus 125 Thermal & Cold Laminator, 12.5" Width, Putty (5709501)*

*Fellowes Micro-Shred Confetti-cut paper shredder (Fellowes Power-shred MS-450Cs)*

*Jabra GN9120 (Flex Boom Headset)*

**Software employees will be working with**

BS 1 Professional Time Billing 2021.2 Norton Ghost 20.1 Users Pack

Sage 3000 cloud 2021 (SAGE) US Patent Single

MYOB business essentials PRO

Microsoft 365 Home premium: Word, Power-point, Excel, and Outlook.

Westchester Medical Center Personnel secure-comms portal v2.1

Advanced G1 Time tracker software (Tailor made for all Westchester Medical Center personnel)

Westchester Medical Center Personnel time-tracker patch v2.1  
(for Data/Entry / C.S.R worker)

**NOTE: The Company finances is responsible for the purchase of employee work equipment**

WESTCHESTER  
MEDICAL CENTER

**Westchester Medical Center**

**100 Woods Road Valhalla, NY 10595**