



Example of Unit Assistant Job Description

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Our company is growing rapidly and is hiring for an unit assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for unit assistant

- Play a vital role when providing administrative support to the entire unit
- Processes payroll and verifies additional pay for all employee types
- Oversees daily time entry into the timekeeping system and enters any missing and/or incorrect time tracking
- Compiles periodic budget reports monitoring payroll expense
- Handles inquiries and resolves problems involving payroll, over or under payment
- Handles adjustments and time entry review for several different types of employee classifications, investigates and corrects unit time submission errors
- Obtains supervisory approval of time card approval and discrepancies and reconciles gross pay reporting to ensure all employees are paid properly
- Sets up employee time access in payroll system
- Codes and enters exception pay and accrual usage for positive pay
- Analyzes, audits, equalizes and distributes monthly overtime reports for labor employees

Qualifications for unit assistant

- Requires full range of body motion including handling and frequent patient lifting, manual and finger dexterity and eye-hand coordination
- Must have current BLS certification through the American Heart Association
- Must obtain Functional Improvement Measure (FIM) certification within first 12 months of employment

practice

- Minimum six (6) months experience in a clinical setting
- This position requires at least 1 year CNA/nurse assistant/care giver experience AND 1 year Unit Assistant experience in an Acute Care/Hospital Environment