

POSITION TITLE: Accounting Specialist/Payroll

REPORTS TO: Finance Director

POSITION SUMMARY:

The Accounting Specialist/Payroll has primary responsibility for all payroll functions, and is also responsible for other accounting areas, as described below. Emphasis is placed on accuracy, good internal control, and audit trails in all activities.

PRINCIPAL RESPONSIBILITIES:

The following information is intended to be representative of the essential functions performed by incumbents in this position and is not all-inclusive. The omission of a specific task or function will not preclude it from the position if the work is similar, related or a logical extension of position responsibilities.

Payroll Responsibilities:

1.Obtains, totals and verifies time cards; data entry of hours worked, paid time benefits, benefit plans and other deductions, special compensation plans and employee information changes; printing of reports and checks; and timely preparation of various reports for submission to governmental agencies. Adheres to clearly-defined deadlines to meet CHC and employee expectations.

2.Tracks all Leave time, vacation, sick, CME, etc. for all employees. Verifies leave requests and notifies employees and management if leave is unapproved. Sends periodic memo's, throughout the year, to all employees regarding leave balances.

3.Orients new employees on Payroll procedures.

4. Tracks all cafeteria/125 changes. Works closely with accounting firm on cafeteria process.
5. Works closely with Human Resources Director, CHC staff and CHC's payroll vendor to resolve payroll issues. Verifies employment information for outside agencies.
6. Processes employee garnishments as per CHC procedure and federal/state law by calculating garnishment amounts and submitting required paperwork to appropriate parties.
7. Reviews vendor-produced payroll checks and reports before check distribution; stuffs and mails payroll checks and other designated information (such as newsletters or benefits reports). Maintains control copies of all payroll records/reports/time cards, and safeguards all payroll data as confidential information.
8. Prepares and distributes a variety of internal payroll reports (bi-weekly and monthly) including total hours worked, overtime earnings, unemployment and other reports required to determine monthly disbursements to vendors. Works with HR Director to prepare periodic human resources- and benefits-related reports.
9. Works with employees on P/R leave related questions.
10. Reconciles monthly benefits billings (i.e. medical, dental, retirement, cafeteria plan) using payroll data to verify employee deductions match amounts billed by vendors. Creates payment vouchers, or does Data Entry for electronic payments.

Accounting/Finance Responsibilities:

1. Completes daily cash control logs and billing reports, including payroll disbursement and bank deposit activity, and delivers to the Executive Director and Financial Director each day. Records clinic, Business Office and miscellaneous deposits and batch totals on the AIR log. Works closely with clinic front **desk staff and** Billing Office staff for batch and deposit information. Processes returned checks according to CHC procedures.
2. Completes monthly bank account reconciliations on five bank accounts.

3.Pre pares and distributes cash balancing reports to each department director as well as administration management.

4.Reconciles all cash, fixed asset, investment and payroll liability accounts monthly prior to closing.

5.Pre pares monthly journal entries for cash, bank charges, workers compensation, etc.

6.Works with various external auditor teams to provide and verify information during audits.

7.Distributes bank deposit books and deposit bags to CHC departments.

QUALIFICATIONS:

Four years' combined experience in performing payroll and full charge bookkeeping duties required. Demonstrated computer experience and spreadsheet software knowledge. Prior experience working with Paylocity and/or other payroll systems preferred. Requires an associate's degree.

EVALUATION:

The Finance Director shall establish with the Accounting Specialist/Payroll at the beginning of each year a workplan/timetable of significant goals and objectives to be used as a performance evaluation standard at the end of each year. This objective review is required at least annually and the Finance Director shall communicate the results of the review to the Human Resources Director on a timely basis.