

JOB DESCRIPTION

BOOKKEEPER

DEPARTMENT: FINANCE
REPORTS TO: BOOKEEPER II

POSITION SUMMARY:

This position is responsible for assisting with the preparation of the entire payroll and accounts payable processing procedures in accordance with the organization's policies and procedures.

ESSENTIAL JOB FUNCTIONS:

- Receives and verifies payroll transmission according to the organization's policies and current labor laws.
- Responsible for entering time cards for administrative staff according to the organization's policies and current labor laws.
- Responsible for preparation and accuracy of agency's W2 and 1099 forms.
- Verifies data for accuracy of proper codes, pay rates and related data with all clinical departments, and cross checks with information processed in the system.
- Computes and posts hours worked; assigns appropriate codes and verifies data.
- Verifies accuracy of changes to the payroll/human resources information system as needed.
- Assists with education of staff as needed to maintain accurate and compliant information.
- Runs payroll, sorts and distributes paychecks/direct deposits according to established procedures and guidelines.
- Assists with employment verification in accordance with the agency's policies and procedures.
- Responds to questions or inquiries from employees regarding payroll information.
- Able to work with supervisors and managers in payroll-related areas.
- Prepares payroll deduction payables each pay period.
- Prepares payroll tax deposits.
- Prepares all federal and state reports including quarterly and annual reports.
- Prepares management reports as needed.
- Performs accounts payable function.
- Performs other related duties, as assigned.

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EDUCATION AND EXPERIENCE:

Two years of payroll processing experience.

Health care experience preferred.

Must know ten key by touch and type 35 wpm on computer keyboard.

High school graduate or equivalent required.

PHYSICAL DEMANDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the physical demands of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting.

- Must be able to learn and comprehend basic instructions and orientation to the job.
- Must have strong attention to detail and ability to problem solve frequently.
- Must be able to communicate clearly and exchange information frequently with other staff and the public.
- Must have the ability to understand the meanings of words and respond effectively and be proficient in speaking, writing and reading English.
- Must be able to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.
- Must be able to lift an object, raising or lowering it from one level to another.
- Must be able to transport an object usually holding it in the hands or arms.
- Maintain body equilibrium to prevent falling when walking standing and crouching.

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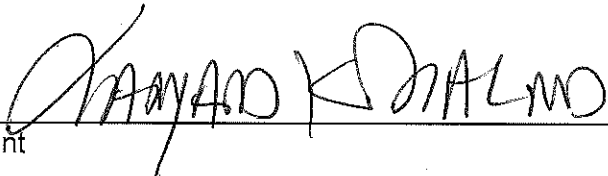
STANDARD OF PERFORMANCE AND ACCOUNTABILITY:

All employees will maintain high standards of integrity and business ethics, will abide by the organization's compliance program, rules, policies and procedures, applicable laws and regulations, will conduct self in an honest, ethical manner and report promptly any suspected violation of compliance standards to the Compliance Officer.

All employees will abide by the Injury and Illness Prevention Program (IIPP).

All employees will be held accountable in meeting all functions as defined within the scope of their job description, which includes all goals and objectives set for the position.

If accountability standards are not met, the employee may be given an oral warning followed by a written warning. However, the organization reserves the right to proceed directly to a written warning or separation from employment for misconduct or performance deficiency without resort to prior disciplinary steps when the organization deems such action is appropriate.



President

2-5-14

Date

Supervisor

Date

Employee

Date