

EL DORADO COUNTY COMMUNITY HEALTH CENTER

JOB DESCRIPTION

JOB TITLE: Payroll/Finance Specialist

REPORT TO: Controller

DIRECT REPORTS: None

JOB SUMMARY: As a member of the Finance team under the direct supervision of the Controller, the Payroll/Finance Specialist will perform various accounting duties and ensure the accurate processing and recording of the company's payroll. They will be responsible for providing assistance to the Billing and Accounts Payable departments as well as assisting the Controller and Finance Director with special reports and projects.

JOB DUTIES AND RESPONSIBILITIES

Administrative

1. Manage workflow to ensure all payroll transactions are processed accurately and timely. Eliminate manual processes when possible. Consolidate information into effective reports for management.
2. Add new employees to the payroll software and enter adjustments on pay rates, employee status changes, benefits etc. Establish and keep up-to-date payroll records.
3. Collect, summarize, and review timekeeping information for all employees. Enter data into payroll software for processing. Prepare timely payroll general journal postings, payroll accruals, PTO accruals, 403b contributions etc.
4. Resolve payroll discrepancies and answer payroll related questions for employees and management. Calculate and process manual checks as needed including vacation payouts and severance payments.
5. Maintain employee confidence and protect payroll operations by keeping information confidential.
6. Assist the Billing Department with various functions and Accounts Payable with printing and sorting invoices, data entry, filing, ordering supplies and other functions.
7. Research, collect data and assist the Controller and Finance Director with special projects.
8. Perform mail duties when needed.
9. Other duties as assigned.

Safety

1. Maintain current knowledge of policies and procedures and legal requirements as they relate to safe work practices.
2. Follow all safety procedures and report or resolve unsafe conditions to ensure an injury-free work environment.
3. Use appropriate ergonomic measures to reduce risk of work-related injuries.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of:
 - Payroll and general accounting principles.
 - HIPAA Requirements
- Skills in:
 - Effective oral and written communication.
 - Effective organization of work and attention to detail.
 - Maintaining accurate records and files.
 - AP and Payroll.
 - Using a computer for word processing, creating and writing formulas in Excel spreadsheets, payroll software, accounting system software, and e-mail.
- Ability to:
 - Share the EDCCHC mission and team orientation approach.
 - Develop rapport and work with people of all ages, cultural, religious, social and ethnic backgrounds.
 - Be courteous and utilize professional behavior in all interactions with the public and staff.
 - Maintain a high level of confidentiality.
 - Be flexible in accepting, changing or carrying out assignments.
 - Be a team player.

QUALIFICATIONS

To qualify for this position, an individual must possess any combination equivalent to sufficient experience and/or education that would likely produce the required knowledge, skill, and ability requirements listed above. A typical way to acquire the required qualifications would be:

Experience:

Two years of experience in payroll or relatable accounting work

Or

Education:

Associate degree in accounting, business, or math.

OTHER

Physical Requirements:

Typical interior/office work environment. See, hear, talk, walk or move about, sit and/or stand for long periods of time, reach, stoop, bend, lift up to 10 lb.; repetitive hand movement; use and view a computer; use a calculator, operate fax, copier, telephone and car; read and write English.

FLSA Status: Non-exempt

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

Salary Range: \$23.87 - \$29.96