

Innovative Services NW Job Description

Job Title: Payroll/Accounting Specialist



CLASSIFICATION: FULLTIME 30+ HOURS

HOURLY/SALARY RANGE: \$16.00 - \$18.00

REPORTS TO: CHIEF STRATEGY OFFICER

EFFECTIVE DATE: 9/13/2021

SUMMARY: The Payroll/Accounting Specialist is responsible for processing monthly payroll, providing AP/AR support to Finance Director, corporate purchasing, assisting with billing department functions, and additional duties as assigned. This includes computing, classifying and recording billing and financial transactions to ensure the financial records of the organization are accurate. This position is part of the corporate team and provides customer-facing support at the front desk during receptionist breaks and/or vacations.

ESSENTIAL FUNCTIONS:

Payroll processing

- Process payroll using electronic timesheets, prepare and reconcile all payroll related liabilities, and generate all payroll tax reports
- Enroll, manage, remit and reconcile employee benefits
- Assist in generating allocations between cost centers
- Maintain accurate records within an HRIS program
- Process W-2 Forms, 1099 forms, and other payroll-related forms

AP/AR support

- Check figures, postings and documents for correct entry, mathematical accuracy and proper codes.
- Classify, record and summarize numerical and financial data to compile and keep financial records
- Ensure compliance with federal, state and company policies, procedures, GAAP and regulations.
- Compile statistical, financial, accounting or auditing reports and tables such as cash receipts, expenditures, AP/AR, and P&L statements

Corporate purchasing

- Process all purchase order requests
- Order, receive, record, and distribute goods
- Perform supplier cost analysis according to contractual regulations

Billing department assistance

- Assist with medical billing for the pediatric therapy department
- Liaise with providers, insurance companies, state agencies, and clients regarding insurance and billing inquiries

Front desk support

- Provide customer-facing support at the front desk during receptionist breaks and/or vacations

Other duties as assigned

WORK ENVIRONMENT: This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. While performing the duties of this job, the employee is occasionally required to stand; walk and frequently sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

POSITION TYPE AND EXPECTED HOURS OF WORK: This is a full-time position. Typical days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Some flexibility in hours is allowed, but the employee must be available during the "core" work hours of 9:30 a.m. to 3:30 p.m. and must work 30 hours each week to maintain full-time status.

TRAVEL: No travel is expected for this position

AN EQUAL OPPORTUNITY EMPLOYER

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REQUIRED EDUCATION, CERTIFICATION(S) AND EXPERIENCE:

- Degree in accounting or business with heavy concentration in accounting preferred; equivalent training and work experience required
- Relevant work experience in a payroll/bookkeeping capacity dealing with complex cost centers
- Experience working within a HRIS and/or medical billing system preferred
- Must pass a state/contract required criminal history background check and credit check
- **All employees of Corporate offices are required to be fully vaccinated against COVID-19**

AAP/EEO STATEMENT: Innovative Services NW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURES:

This job description has been approved by all levels of management:

Manager _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____