
Job Title	Accounting Specialist-General Accounting/Payroll
Department	Finance
Reports To	Chief Financial Officer
Effective Date	05/13/2024

Position Summary

Monitor and evaluate day-to-day accounting activities. Performed a variety of accounting functions to ensure proper financial practices are reported in accordance with Generally Accepted Accounting Principles (GAAP).

Principal Duties and Responsibilities

1. General Accounting

- Responsible for general accounting functions, including bank reconciliations, and analyzing budgets.
- Responsible for month-end closing journal entries, general ledger account reconciliations and verifying accuracy of month end financial statements balances.
- Resolve any discrepancies or irregularities found in the financial records, statements, or documented transactions.
- Ensure proper record keeping of donations/contributions processing and reporting in the general ledger.
- Prepare documentation for external auditors.
- Prepare grant financial reimbursements and reporting.

2. Payroll Duties

- In the Paylocity payroll system software, ensure accurate bi-weekly payroll processing.
- Manage changes in payroll including pay rate changes, terminations, insurance coverage deductions, etc.
- Run reports of bi-weekly payroll (pre and post processing) in Paylocity for management approval.
- Prepare payroll and paid time off monthly accruals-journal entries.
- Ensure timely filing of payroll tax reports via Paylocity.
- Resolve payroll inquiries from employees.
- Interact with HR, facilitate and provide oversight of the payroll process with department managers/supervisors.

Recommended Skills or Abilities

- Strong understanding of Community Health Center finance and accounting practices.
- Above-average skills in accounting practices, computer literacy, and time management.
- Highly proficient in QuickBooks, Microsoft Excel, and Outlook. QuickBooks certification is a plus.
- Proficiency in Paylocity Payroll systems is desired.
- Ability to quickly grasp and simplify complex accounting topics.
- Operate independently and work well with other Finance and NHC staff.
- Consistent attention to detail.
- Ability to handle a large, diverse volume of work in an efficient manner.

Senior Accounting Specialist

- Strong practical thinking and communication skills

Required Knowledge and Experience

1. A minimum of 3 years demonstrated broad understanding and application of accounting transactions, payroll Grant Reporting.
2. Skilled at using word processing software and spreadsheets to communicate detailed information.
3. Bachelor's degree in accounting or minimum three years related experience with increasing responsibilities. Bookkeeping certification will be considered.
4. Understanding or aptitude to learn medical billing terminology.

Physical requirements of the Job*

1. Sitting or standing (often for prolonged periods)

*To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the essential duties of the job.

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