

Job description – Accounting Assistant / Payroll Coordinator

SUMMARY

The Accounting Assistant/ Payroll Coordinator is responsible for tasks and activities relating to the processing of payroll and additional duties assisting the Finance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintains all payroll and attendance records, accrued leave time, mileage reports and leave requests
- Generates bi-weekly payroll
- Completes all required reports including federal and state payroll-related tax returns
- Prepares check requests for payment of insurance premiums and employee voluntary deductions
- Assists in the preparation and processing of accounts payable invoices
- Maintains the company Payroll/Holiday calendar
- Processes client contributions which include verifying cash, and recording amounts.
- Prepare bank deposits, except Preferred Care Program.
- Responsible for Meals on Wheels accounts receivable, including billing, receipts, reconciliation, and collections.
- Verifies meals ordered and delivered.
- Prepares checks on M.I.P. system according to established distribution codes and chart of accounts.
- Responsible for Home Care for the Elderly fiscal verification and preparing monthly request for payment.
- Responsible for CCE/ADI client co-payment billing, receipts, collections and reconciliation according to established procedures, and maintenance of all client files.
- Assists as back up support for payroll functions and other accounting staff.

SUPERVISORY RESPONSIBILITIES

- This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Two years college, business or vocational training with courses in accounting and business-related areas. Experience may be substituted for the educational requirements.
- Four years of personnel, payroll and accounting experience required.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Florida Class E Driver's License and Driving Record that meets company's insurance standards is required.
- Must have own reliable transportation.

MINIMUM NECESSARY RESTRICTION TO PHI To perform the functions of this job, persons in this position may require access to or exposure to client information, medical records or computer applications that contain Protected Health Information including, but not limited to electronic medical information, client medical records, written information, faxed information or spoken word. Incidental exposure of Protected Health Information may occur during the workday. Incumbents in this position must make all reasonable efforts to preserve the confidentiality and integrity of Protected Health Information and not to use or disclose more than the minimum amount of Protected Health Information necessary to accomplish the intended purpose of their position responsibilities.

LANGUAGE SKILLS

- Ability to read and interpret common program guidelines and procedures such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write correspondence.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply or divide numbers.
- Ability to apply concepts such as fractions, percentages and proportions to practical situations.

REASONING ABILITY

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with issues involving a few concrete variables in standardized situations.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Variety of walking, standing, sitting, stooping.

· Requires normal range of hearing, vision and manual dexterity to operate keyboard, telephone, photocopier, calculator and other office equipment as needed.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office setting.
- Travel to designated locations as needed.
- Frequent contact with staff and public.

Job Type: Full-time

Salary: \$17.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Physical setting:

- Office

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

COVID-19 considerations:

n/a

Work Location: In person

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