



HARDIN COUNTY REGIONAL HEALTH CENTER

## Lifespan Health Center Job Posting

**POSITION:** Accounting Assistant/Payroll

**REQUISITION:** #1236

**LOCATION:** Pickwick Rd.

**Posting Date:** 12/5/22

**Expiration Date:** open until filled

**Department:** Finance

**Salary Range:** Dependent on Exp. & Ed.

**Reports To:** Chief Financial Officer

**Status:** Non-Exempt

**Position Hours:** Monday – Friday 8:00am – 5:00pm

**POSITION SUMMARY:** Responsibilities include daily operations of the Accounting Department with respect to account reconciliation, data entry for (fixed assets, grants, etc.) contract maintenance, and payroll processing. The Accounting Assistant will also be trained and function as a backup for the Accounting Assistant (Account Payable) and Financial Service Representative's position. Additionally, the Accounting Assistant is also responsible for assisting the CFO with a variety of tasks related to maintenance of departmental meetings minutes and accounting task.

**JOB DUTIES/RESPONSIBILITIES:** Responsible for the accurate data entry for payroll related items: Changes to (pay, location, employee demographics, retirement contribution, W-4, & location), Garnishments, Direct Deposit Information, Allocations, & Employee Sliding Fee in to Paylocity System.

1. Processing of payroll. Including but not limited to bi-weekly, out-of-sequence, annual adjustments, & bonus pays.
2. Responsible for maintaining Paylocity database to ensure rules and processes are up-to-date meeting the needs of Lifespan.
3. Responsible to maintain and run reports from Paylocity time and attendance as needed for payroll process and manager needs.
4. Responsible for maintaining general ledger accounts for payroll items including bi-weekly reconciliation.
5. Responsible for the customer service aspect to Lifespan staff and Vendors. Acts as initial contact for payroll problems or vendor communication.
6. Provides support to HR Manager to assist in the reconciliation of fringe benefits.
7. Prepares and processes provider's additional monthly compensation reports such as bonuses and productivity.
8. Maintain and monitors the expense accounts for contracted personnel.
9. Maintain and monitors employee reimbursable business expenses (Travel, Per Diem, Mileage, etc.)
10. Annually participates in multiple salary surveys such as MGMA and NACHC.
11. Participates in and assists with the annual financial and 403B audits.
12. Compiles typed summaries and notes from weekly departmental team meetings.
13. Data entry for accounting items (i.e. journal entries, fixed assets, contracts, grants, etc.).
14. File Maintenance for accounting projects as assigned
15. Back-up for Accounting Assistance (A/P) and Financial Services Representative as needed for outages.
16. Provides assistance to CFO as assigned.

17. Responsible for performing other duties as required assisting LIFESPAN in achieving its mission.
18. Responds to e-mail and telephone requests daily.
19. Demonstrates awareness of age specific, cultural, and spiritual practices of patients, staff, and visitors.
20. Understands the functional status and physical needs of patients, staff, and visitors.
21. Participates in continuing professional development activities as related to the position and the organization.

**EDUCATION/EXPERIENCE:**

1. Associates degree in Accounting or related field required, bachelor's degree preferred.
2. 2 - 4 years of experience in the field payroll or accounting.
3. Familiarity with accounting principles and terminology.
4. Proficient in Microsoft Word, Excel, Outlook, and the like.
5. Proficient in Peachtree/Sage Accounting Software or equivalent.
6. Current, valid driver's license and proof of auto insurance.

**TO APPLY:**

**Internal Applicants:** Please complete a transfer form and send to Human Resources.

**External Applicants:** Please submit a current resume to any of our Lifespan locations.

***EQUAL OPPORTUNITY EMPLOYEE***

*It is the policy of HCRHC not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of HCRHC to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.*