

## Northwest Colorado Health

### Accounts Payable and Payroll Coordinator

#### General Statement of Duties:

Assists in maintaining the internal accounting system. This is accomplished by ensuring that payroll, accounts payable and general accounting tasks are accomplished within agreed upon time frames.

#### Supervision Received:

Works under the direction of the Controller.

#### Supervision Exercised:

None

#### Essential Functions:

1. Handles daily incoming Agency mail: Sorts and routes mail to appropriate staff. Makes check copies and records checks received.
2. Accounts Payable: Ensure that all agency expenses are paid in a timely manner and recorded to the correct department, program, grant and fiscal periods. This may include the actual coding of approved invoices.
  - Receives all agency vendor invoices. As necessary, sends out to managers for approval, then codes and enters into the agency's accounting system, MIP.
  - Maintains the agency's accounts payable system to ensure that vendor files and invoices are appropriate and accurate.
  - Monitors the Accounts Payable filing system to ensure that the backup for all checks processed has been filed and is easily accessible.
3. Payroll: Processes payroll by reviewing timesheets, making corrections and importing into accounting system.
  - Review timesheets in timekeeping system, Microix. Makes corrections, after Controller review, imports into accounting system
  - Verifies and inputs data into payroll system, prepares necessary payroll reports.
  - After Controller review, processes calculated data on payroll sheets showing employee's name, hours worked, program specific amounts, deductions, benefits, miscellaneous pay, etc. to prepare direct deposit file, checks and stubs.
  - Pays appropriate payroll taxes, benefits and retirement after each payroll.
  - Reconciles payroll general ledgers monthly and for annual financial audit.

4. Prepares monthly State billing invoices and inputs in Accounts Receivable and/or Journal Vouchers.

*This description of essential functions is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.*

**Education:**

High School Diploma or equivalent required, a college degree in accounting preferred.

**Experience:**

Three years accounting experience required, five years preferred. Accounting experience in a medical setting preferred but not required.

**Requirements:**

1. If a car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 combined and valid Colorado driver's license.

**Skills:**

1. Accurate data processing skills including at a minimum Word, Excel, and Windows based experience.
2. Must have experience using accounting and payroll processing software.
3. Skills in written and verbal communications.

**Knowledge:**

1. Must have a general understanding of accounting with specifics, payroll, and accounts payable.
2. Must have excellent communication skills, both verbal and written.
3. Must have good organizational skills and be detail oriented.
4. Must be able to function independently.
5. Must have good judgement, tact, and discretion.
6. Must be innovative and exhibit good problem-solving skills.

**Abilities:**

1. Mathematical ability to balance accounting entries and compute vendor balances.
2. Ability to use a ten key by touch.
3. Able to problem solve, such as researching discrepancies in account balances.
4. Deciphers handwritten and typed information provided on forms submitted for data entry to accurately enter said information into appropriate systems.

**Equipment:**

1. Daily use of telephone, computer, printers, copier, and other office equipment.

**Working Conditions:**

Position is in a well-lighted, accessible office environment, and involves sitting approximately 80% of the day, walking, standing, or filing the remainder. Stands, reaches, stoops, and bends as needed to file or retrieve records from files.

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

I, \_\_\_\_\_ acknowledge that on this  
(Print Name)  
date, I have received the following job description for my present position.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_