

## **COAST COMMUNITY HEALTH CENTER**

**Position:** Accounts Payable & Payroll Coordinator  
**Reports to:** Finance Director  
**Position Classification:** Position is 1.0 FTE – Salary Exempt. Position requires 40 hour per week

### **Position Summary**

This position is responsible for processing and reconciling accounts payable; printing checks; electronic timesheet collection, and preparing bi-weekly payroll for approximately 30 people; performing complex duties associated with the reconciliation of fiscal, financial and statistical records. This individual must demonstrate initiative and the ability to make independent decisions.

### **Essential Functions**

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 to successfully perform this position.

### **Responsibilities**

1. Reviewing and coding approved Debit purchases and Credit card purchases.
2. Reconciling vendor statements and ensuring accounts are current.
3. Preparing bi-monthly Accounts Payable check runs and processing EFT's including credit card payments
4. Ensuring all timesheets are received each pay period and verifying that hours worked and overtime reported are in line with company policy, checking for accuracy of input.
5. Transmitting the payroll file on a timely basis to the Finance Director for review.
6. Preparing and submitting all bi-weekly payroll submissions.
7. Preparation of year end Form 1099s.
8. Preparation of Simple IRA contribution form and reconciling with payroll deductions
9. Preparation of Insurance payments and reconciling with payroll deductions
10. Other projects as requested by the Finance Director.

### **Education and Experience**

- Good working knowledge of standard accounting/bookkeeping principles, practices and techniques.
- Preference in health care/Federally Qualified Health Centers

### **Skills, Knowledge and Abilities**

- Strong computer skills, including proficiency in Excel spreadsheet analysis.
- Ability to work and function independently and meet deadlines, while understanding the necessity for communicating and coordinating work efforts with other departments.
- Knowledge of finance principles and practices as well as full command of English composition, spelling, business formats and arithmetic.
- Ability to relate positively with staff, clients and community, promote cohesiveness and a sense of "team".
- Ability to cultivate mindfulness towards the CCHC mission, vision, and values.
- Knowledge of computer accounting systems, Quick Books, word processing and spreadsheet programs.

### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit and talk, listen, handle objects, tools, controls, and equipment, Employee must reach and bend, stand and walk, kneel and bend extended periods of time. The employee must occasionally physically assist persons, lift and/or move more than 25 pounds.