



JOB DESCRIPTION FORM

Job Title:
Payroll Accountant

Location:
Baltej

Job Summary:

Reports directly to the Controller and responsible for performing under minimal supervision, payroll duties such as payments of hours worked, personal time off, employee benefits, application of benefit deductions. Prepares and/or analyzes periodic payroll reports, payroll schedules, and payroll related journal entries using established policies, procedures, and guidelines on a timely manner. Also responsible for coordinating with payroll service provider on issues affecting company payroll.

Duties and Responsibilities:

1. Prepares, analyzes and implements payroll transactions on a timely manner such as payments of hours worked, personal time off, employee benefits, application of benefit deductions.
2. Prepares and/or analyzes periodic payroll reports, payroll schedules, and payroll related journal entries using established policies, procedures, and guidelines on a timely manner.
3. Monitors federal, state and local taxes, Social Security contributions, employee benefit contributions, garnishments, and other deductions to ensure accuracy of individual pay.
4. Analyzes payroll reports, statements, records and making recommendations to improve payroll process.
5. Prepares and/or reviews the accuracy of payroll related journal entries and performs account reconciliation and analysis while ensuring supporting documentation is accurate and in compliance with company policies.
6. Evaluate and implement appropriate payroll policies and controls and payroll processing and system enhancements to increase efficiency.

7. Prepares audit schedules and assists/coordinates audit of accounting statements/reports
8. Coordinates payroll matters with other departments, locations, and business units.
9. Coordinates with payroll service provider on issues affecting company payroll.
10. Supports other accounting functions i.e. A/P, A/R etc.
11. Performs other duties that may be assigned from time to time.

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| Job Specifications: |
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1. Graduate of Bachelor's Degree with a minimum of 3 years experience or 7 years experience without a degree performing payroll duties such as payments of hours worked, personal time off, employee benefits, application of benefit deductions. Prepares and/or analyzes periodic payroll reports, payroll schedules, and payroll related journal entries using established policies, procedures, and guidelines on a timely manner. Also responsible for coordinating with payroll service provider on issues affecting company payroll.
2. Effective team player. With very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.
3. Must have the behavioral sensitivity, maturity, diplomacy and tact in addressing complex situations and handling irate customers.
4. Outstanding oral and written communication skills.
5. Strong ethics and a high level of personal and professional integrity.
6. Must have basic familiarity on federal and state laws and requirements relating to healthcare management.
7. Computer literate and very highly proficient in using MS office programs.