



Accountant I

General Summary

The Accountant I is responsible for preparing and processing biweekly payroll, journal entries, retirement reporting, PTO, accounts payable, fixed assets, amortization/depreciation, sales/use tax, accounts receivable (non-patient related), collections and deposits.

Primary Responsibilities:

- Handles all payroll functions for biweekly payroll including maintenance of the payroll system and maintaining employee information in the company time keeping system. Creates reports as required.
- Prepares payroll journal entries for biweekly payroll.
- Prepares and exports 401K reporting to the Third-Party Administrator (TPA).
- Creates Paid Time Off (PTO) accrual reports from payroll system and imports and verifies all PTO Accrual information into Human Resources Information System (HRIS).
- Scans, codes and enters all accounts payable bills into NetSuite.
- Sets up amortization schedules for prepaid expenses.
- Maintains fixed asset schedules for prepaid expenses.
- Oversees purchase orders in NetSuite.
- Assures all company credit cardholders submit a monthly expense report.
- Properly codes all expense reports and creates NetSuite upload files.
- Selects weekly A/P invoices for payment based on due dates and cash flow with review by Director of Finance.
- Generates A/P checks and responsible for mailing checks.
- Process 1099s at year-end to appropriate vendors and independent contractors.
- Prepares monthly accounts receivable invoicing for Medical Directors, 3D, Transcription, COPS, and other miscellaneous invoicing.
- Maintain A/R aging and collections.
- Prepares multi-worksite report on a quarterly basis.
- Maintains strictest confidentiality.

Additional Responsibilities

- Assist staff accountant with monthly close and financials
- Provides backup for monthly payroll processing
- Assist with gathering data for annual audits

Knowledge and Skill Requirement:

- Bachelor-degree in accounting or equivalent.
- Minimum of 3 years payroll, accounts payable and receivable experience with multi-clients.
- Knowledge of accounting theory, principles and practices to identify and describe accounting systems and subsystems.
- Knowledge of accounts payable practices and general ledger coding.
- Knowledge of research techniques to analyze data and make recommendations.
- Ability to prepare and maintain records.
- Computer skills.

- Ability to communicate clearly.
- Ability to multi-task to provide maximum efficiency.
- Ability to establish and maintain effective working relationships with physicians, management, staff and others.
- Willingness to perform all duties as assigned.