



JOB TITLE:	Bookkeeper
DEPARTMENT:	Administration
POSITION TYPE:	Non-Exempt
BENEFIT CATEGORY:	Hourly
REPORTS TO:	Chief Financial Officer

POSITION PURPOSE:

Applies principles of accounting and agency procedures to keep record of financial and statistical transactions for the purpose of providing management with detailed financial information.

ESSENTIAL FUNCTIONS:

1. Maintains a positive and enthusiastic attitude.
2. Responsible for completion of agency payroll from review of time sheets and/or on-line entry through posting to the general ledger with the assistance of the Accountant.
3. Responsible for timely flow of information for the monthly completion of financial and statistical reports.
4. Enters new hires, transfers, terminations on computerized systems
5. Updates time and payroll information into the computerized systems which includes, but not limited to deductions, pay and department changes, insurance deductions, garnishments, etc.
6. Completes the accounts payable entries either by check or EFT's for both Paladin and the ARC. Shall calculate, organize, prepare, and process accounts payable and prepare necessary statements and reports. Examines and codes invoices or vouchers for proper accounting distribution. Shall file paid invoices, checks, EFT information and attachments as required.
7. Completes accounts payable and consumer payments either by check or EFT's for consumer that Paladin is a representative payee for. Tracks information as required by Paladin and Social Security Administration.
8. Reviews staff travel/expense vouchers for submission to payroll system.
9. Shall receive checks from the Receptionist and record. Shall be responsible for maintaining cash receipts journal and related schedules. May assist with recap of journals and entry into the accounting system.
10. May be responsible for preparing and making bank deposits as required.
11. Shall assist in reconciling bank statements.
12. May prepare billing for funding sources and industrial customers and input into computer system. Shall recap journals and prepare statements, reports and supporting schedules as assigned.
13. Shall be responsible for issuing purchase orders, keeping an up-to-date file of vendors, and in maintaining appropriate office supply inventory. Shall also be responsible for receiving and stocking the "general supplies" area and restocking as necessary.
14. Assists accounting staff in the timely submission of tax reports, funding requests and any other documents that are time sensitive.
15. May assist or complete consumer and staff verification forms as requested by staff or other agencies.
16. Follows all agency policies and procedures regarding the use and release of confidential information and confidential PHI (protected health information).
17. Adheres to all agency policies and procedures.



ADDITIONAL RESPONSIBILITIES

1. Compiles, sorts, and reconciles documents, such as invoices and checks.
2. Shall assist with receptionist duties as requested.
3. Shall perform any other job related function as assigned by the Operations Officer.

KNOWLEDGE, SKILLS AND EDUCATION:

- High school education preferred.
- One to two years of bookkeeping experience in a variety of duties, such as accounts payable, payroll, accounts receivable and basic to intermediate knowledge of computers and accounting software.
- Good communication skills (both written and oral).
- Basic computer skills. Microsoft Office experience required (mostly Word & Excel). Limited Access
- Computerized accounting systems experience necessary.
- Must be confidential regarding financial and statistical information.
- Must have planning and organization skills in order to complete job duties timely.

COMMUNICATION SKILLS:

- Staff-daily personal contact or coordinate job duties with timely reporting needs.
- Funding sources/auditors-periodic contact to plan and monitor financial and statistical procedures, resolve conflicts or issues and obtain information.
- Supervisor-personal contact. To plan, monitor and evaluate financial/statistical systems and communicate possible changes, problems, etc.
- Other staff-bookkeepers to discuss accounting procedures, deadlines and needs. Other staff contact would include discussions regarding financial/statistical needs/deadlines.
- Clients, caregivers and visitors.

PHYSICAL REQUIREMENTS:

- Sitting to do paperwork, computer work and in meetings.
- Necessary skills to communicate. Visual ability.
- Ability to work for long periods of time with numbers.
- Some stooping and bending to file documents in various file cabinets.

MENTAL REQUIREMENTS:

- Ability to analyze data, both statistical and financial.
- Ability to work with variety of individuals and agencies to effectively and efficiently coordinate data needs.
- Work with minimal supervision.
- Ability to handle multiple tasks and/or demands of your time from others or to meet multiple deadlines.
- Ability to handle stressful situations.
- Must exercise discretion in handling information.



TOOLS AND EQUIPMENT:

- Computer/Printer
- Calculator
- Accounting Software
- Microsoft products

ADDITIONAL INFORMATION:

- May be requested to assist with providing statistical and financial information for funding, opportunities and/or special projects.
- May serve on various agency committees
- Must adhere to all necessary/required safety requirements.
- Shall be responsible for the safety of all staff and clients supervised.
- May be required to drive an agency or personal vehicle for Paladin. Must have a valid driver's license and up-to-date vehicle insurance in the employee's name for the vehicle driven.

I have reviewed and received a copy of this job description and a copy of the Department/Agency Organizational Chart that includes the names of current persons in each department, my supervisor's name, and my HIPAA classification.

Notice: This job description is not intended to be, nor should it be construed as a contract for employment. Paladin, Inc. makes no guarantee of permanent employment. This job description is to be used as a guideline to give you an understanding of what Paladin has defined this position to be.

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05-2001; 08-2004; 11- 14- 2005; 10-25-2006/2/3/2014; 5-2014; 9-2017; 11/2018

HR/Job Descriptions/Administration/Accounting File: Bookkeeper