

Position: Accounting Specialist

Salary Range: \$
Status: Non-Exempt
Reports to: CONTROLLER
Location: Klamath Open Door

The Accounting Specialist will support the Controller and coordinate with the Lead Accountant in maintaining, recording, processing, updating, and reconciling various financial documents. The Accounting Specialist will also keep records of financial transactions and be responsible for ensuring financial documents' accuracy and performing clerical accounting and/or bookkeeping duties.

Key Responsibilities

- Accounts Payable:
 - Verifying the existence of supporting documentation and management approval for all disbursements.
 - Processes payments after CFO approval
 - Allocates, and posts details of business transactions to proper subaccounts in journals
 - Oversees all accounting files for timely filing and completeness
 - Ability to perform invoice and general ledger data entry
 - Proactively looks to improve processes and take advantage of payment discounts
- Payroll on a biweekly basis:
 - Responsibility includes reviewing hourly employee timecard reports for accuracy
 - Ensures that all salaried employees submit an accurate timecard before processing salaried payroll
 - Tracks all paid time off, and other benefits and deductions for all employee classes.
 - Assists lead accountant in paying payroll taxes and retirement funds biweekly.

Desired Knowledge, Skills, and Abilities:

- High School diploma or equivalent. Bachelor's or Associate's degree in Business, Finance or Accounting preferred
- 5 years of experience in accounts payable, accounts receivable or payroll, or equivalent combination of experience and education
- Understanding of basic principles of finance, bookkeeping, and accounting
- Detail oriented and manages time effectively
- Ability to research and resolve vendor payment and payroll issues
- Excellent verbal and written communication skills
- Ability to read, analyze and interpret common financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or business community members.
- Ability to effectively present financial information to Controller and CFO
- Ability to maintain confidentiality of company and employee information
- Possess knowledge of modern office equipment, systems, and procedures
- Must be detail-oriented, organized, and work well independently and as part of a team
- Possess the tact necessary to deal effectively with patients, physicians, and employees
- Must have a pleasant, professional attitude toward patients, customers, co-workers, and superiors

Accommodations

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and listen. The employee frequently is required to stand, walk, sit, and use hands to finger, handle or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

The work environment described here represents those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Position Description Acknowledgment

I have received a position description or summary of the duties I am to perform. I understand what my duties entail and affirm that I possess the requisite knowledge, skills, abilities, experience, and education to perform the duties described. I can perform them with or without reasonable accommodation. I understand that jobs and duties are subject to change from time to time, as Klamath Health Partnership, Inc., its Board of Directors, Executive Director, or my immediate supervisor deems necessary. Thus, I may be required to perform duties other than those listed, and my job may change over time.

KHP’s Finance Department hours are from 8:00 am to 5:00 pm, Monday to Friday. You will need to coordinate with your manager to determine your work schedule.

I understand that I am expected to report to work as expected, on time, prepared to start work, and remain at work for my entire work schedule. I am responsible for avoiding late arrival, early departure, or other disruptive absences from scheduled hours as far as practicable. My schedule will be prearranged by my departmental supervisor based upon Klamath Health Partnership's operational needs, Inc., and in keeping with its core mission. I realize that staffing needs, and operational demands may necessitate variations in starting and ending times, leave requests, and variations in the total hours that may be scheduled each day and week. I will seek guidance from my supervisor or the Human Resources Specialist to clarify all scheduling questions, requests, and guidelines.

I understand that this position description is not a pledge of continued employment in this or any other job for any specific period of time or under any specific circumstances or conditions. This position description does not change the terms and conditions of the at-will employment relationship explained in the corporate policy handbook.

Employee Signature

Date

Human Resources

Date