

Fairbanks Billing Services, LLC.

Job Description

Job Title: Bookkeeping Coordinator
Occupational Code: 43-3031
Employee Status: Regular Full Time
Employment Status: At Will
Date Revised: November 9, 2007
Reviewed By: Katie Best, Manager

Job Summary:

Under direct supervision from Office Manager, is expected to perform assigned duties accurately and with minimum supervision. Ensures all aspects of accounts payable, receivable, and payroll are accurate and done in a timely manner.

Education Requirement:

- High School diploma required
- College education or trade school preferred

Qualifications and Experience:

- Must have accounts payable, receivable, and payroll experience, acquired through 2+ years related experience
- Knowledge of accounting practices related to accounts payable, receivable, payroll and general ledger
- Must be skilled in computer applications and general office equipment
- Able to communicate clearly and describe in detail problems relating to software over the telephone to tech support
- Must have strong organizational skills with the ability to make independent decisions, prioritize and multi-task projects
- General knowledge of HIPAA guidelines

Job Responsibilities:

- Manage accounts payable. Functions include: receipt of invoices, tracking of expenses, payment of invoices, and other related accounts payable functions
- Manage payroll functions. Functions include: receipt of time sheets, verification of employee data, processing payroll, distribution of payroll checks, and other related payroll functions
- Prepare and ensure timely payment of employer and employee payroll taxes
- Prepare and reconcile payment for other payroll related withholdings
- Prepare monthly journal entries and post to general ledger system
- Reconciles bank accounts, posting all charges and adjustments

- Prepare quarterly and annual tax reports including 941's, 940's, State Unemployment Returns, and related tax reports in an accurate and timely manner
- Prepare accurate and timely annual reports including financial reports, W-2's and related information
- Maintains change bag and petty cash, responsible for disbursements, reconciliation's, and replenishments
- Responsible for safe activity
- Responsible for QuickBooks updates and software improvements
- Monitors Accounting workflow to suggest increases/decreases to staff
- Assists in hiring, disciplines, and firing staff as agreed upon with Office Manager
- Continually acts as problem-solver to improve operations
- Recommends operational improvements to Office Manager
- Develops, implements and suggests changes in Policy and Procedures as agreed upon with Office Manager
- Performs other duties as assigned

Employee Responsibilities: (are to include but not limited to the following:)

- Demonstrates good judgment
- Maintains the strictest confidentiality of all information received at FBS
- Plans and utilizes time wisely
- Reports to work on time each day, after lunch break, and not leaving early
- Always provides proper notification and advance notice of absence, attendance and reliability are a must
- Conducts one's self in a professional manner
- Behavior should be positive towards co-workers, patients, and clients at all times and reflect a favorable outlook on FBS.
- Attend regular staff meetings
- Attend continuing education classes
- Commercial appearance from time to time

Physical Demands:

Work may require sitting for long periods of time, and also stooping, bending and stretching for files and supplies. Employee will occasionally be asked to lift files or paper weighting up to 30 pounds. Position requires manual dexterity sufficient to operate a keyboard, computer, telephone, copier, fax, and other office equipment as necessary. Employee must have normal range of hearing and eyesight to record, prepare, and communicate appropriately. Position also requires viewing computer screens and typing for long periods of time, and working in an environment which can be very stressful.

Working Conditions:

Professional office environment. Possible evening or weekend work.