

Northern Rockies Medical Center



right care. right Here.

Position: Payroll Clerk	
Department: Fiscal	
Reports To: CFO or other leadership as assigned	
FLSA Status: Non-Exempt (Hourly)	OSHA Exposure Category: III
Effective Date: November 2008	Revised: 10/2012, 01/2014, 09/2015, 02/2016, 06/2017

Job Objective: The payroll clerk will compile and record employee time and payroll data. May compute employees' hours worked, wages, and deductions. Process paychecks and reconcile payroll to general ledger through applied general accounting principles.

Qualifications:

1. Associate or Bachelor's Degree in Accounting, Business Administration, or other relevant field preferred. At least 1 (one) to 3 (three) years of computerized payroll experience strongly preferred. Combinations of equivalent work experience and or education may be considered.
2. Proficiency in PC software with regards to accounting or payroll processes including but not limited to knowledge of Excel, Word, and other Microsoft applications.
3. Ability to type 50 wpm accurately.
4. Proficiency in Business English and Terminology, effective verbal and written communication skills; with the ability to communicate verbally to individuals and small groups including but not limited to the co-workers, general public, physicians, nurses, and vendors.
5. Must demonstrate excellent customer service skills.
6. Ability to apply principles of logic with regards to identifying and defining problems, as well as the ability to formulate solutions to those problems. Critical thinking ability, effective prioritization, organization, and discretion are required.

Job Duties:

1. Coordinated operational management of the bi-weekly payroll function, ensuring the accurate and timely processing of payroll. Resolve problems that arise during each payroll cycle with self-audit process that utilizes a check and balances formulation.
2. Evaluate and audit payroll program ensuring accuracy of the payroll/general ledger with each payroll cycle.

3. Maintain current knowledge of payroll processing and train fiscal or other involved staff as necessary when changes occur in procedures.
4. Complete required continuous training and education, including department specific requirements.
5. Development of forms and procedures as they pertain to the payroll process.
6. Collaborate with Human Resources to prepare and submit federal and state wage surveys timely and accurately.
7. Prepare and distribute W-2's to employees annually, as well as submit documentation to the IRS.
8. Prepare monthly reconciliation of payroll accounts receivable general ledger and report any issues to CFO.
9. Continually advise administration (CFO/Controller) of payroll activities. Communication should be in writing; preferable through email format documenting what is being done, issues that are arising, solutions that are formulated, and things that should be addressed in management and/or leadership meetings.
10. Maintain compliance with Federal and State regulations as it pertains to payroll and Collective Bargaining Agreements. This includes but is not limited to the timely processing of wage increases for merit, market adjustments to wages, processing union dues, or the communication of wage information to staff members.
11. Maintain accurately and timely the processing of employee benefit and payroll deductions. Enter all deduction in Accounts Payable general ledger and cut checks for appropriate vendors, adhering to a check and balances system that ensures the right checks go to the right vendors, for the right amounts, at the appropriate times.
12. Receive and process employee garnishment requests accurately and timely.
13. Collaborate with Human Resources to maintain employee benefit process for health insurance, 401(k), and other supplemental plans (Short Term/Long Term Disability). Process includes timely enrollment or discontinuation of coverage upon termination, COBRA notification, completion of the application, communication with benefit vendors, ad hoc reporting of demographic information, and audit compliance.
14. Office duties include but not limited to the following:
 - a. Answer phones and return calls as quickly as possible. Make sure that information being relayed to the requestor is accurate and has been clarified.
 - b. Open mail and direct to appropriate member of Fiscal or Human Resource department.
 - c. File documentation in employee files at the end of each workday.
 - d. Calendar time needed for operations to ensure that payroll functions are being done timely.
 - e. Maintain Operations documentation for current processes.

Disclaimer – Not all inclusive – other duties as assigned. Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that

these are the only duties required. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Mission: Northern Rockies Medical Center provides quality healthcare that serves our communities in a private, safe and caring environment.

Vision: Northern Rockies Medical Center will be the provider of choice, setting the standard for quality healthcare in the region.

Values: Values PEOPLE

- The needs of the patient come first.
- Patients, families, and staff will be treated with courtesy and compassion.

Values QUALITY

- Excellence through continuous improvement in care and safety.
- Teamwork through the unity of all departments to serve our communities and each other.

Values OWNERSHIP

- Doing what is right.
- Having pride in the work we do.
- Holding ourselves accountable for efficient management of NRMC resources.

Schedule: Primarily weekdays (Monday through Friday from 8 am to 5 pm with 1 hour lunch period). Occasionally may be required to adjust schedule hours to include weekends.

Compliance Plan and Code of Conduct: Northern Rockies Medical Center Inc. is dedicated to the highest ethical standards as it is essential to meeting our commitment to our mission and vision. Individual responsibilities include adhering to our organizational Compliance Plan and Code of Conduct.

- (A) Maintains awareness and understands the organization-wide compliance plan. Familiar with and adheres to NRMC's published Code of Conduct which provides guidance and expectations regarding confidentiality, conflict of interest, billing, controlled substances, Emergency Medical Treatment and Labor Act (EMTALA), payments for referrals, gifts, anti-kickback laws, safety and health, waste disposal, and compliance with antitrust laws, advertising and marketing, discrimination, insider trading and government requests.

(B) Reports any violation or suspected violation of this Code or other hospital policies or procedures to supervisor, Compliance Officer or through the compliance hotline.

(C) Attends and/or completes mandatory training regarding organizational compliance.

Work Environment: Acute care hospital, professional office setting. Area is well lit and ventilated. Possible exposure to marked changes in temperature, humidity, and noise.

OSHA Exposure Category: (III) Tasks involve no exposure to Blood/Body Fluids or Tissue. The normal work routine involves no exposure to Blood/Body Fluids or Tissue (although situations can be imagined or hypothesized under which anyone, anywhere might encounter potential exposure). Persons who perform these duties are not called upon as part of their employment to perform or assist in emergency medical care or first aid or to be potentially exposed in some other way. Tasks that involve the handling of implements or utensils, use of public or shared bathroom facilities, telephones, and personal contact such as hand shaking are Category III tasks.

Dress Code: Must comply with Northern Rockies Medical Center Dress Code Policy (INSERT REFERENCE HERE) and departmental guidelines.

Physical Demands: Required repetitive bending, pulling, pushing, kneeling, walking, and lifting up to 50 lbs. Visual acuity within normal limits. Must be able to read charts, orders, notes, and office reports on paper or electronically.

Employee Certification: I have read the above JOB DESCRIPTION and accept the responsibilities as outlined. I know of no reason that will keep me from performing the duties as described without reasonable accommodations being made by Northern Rockies Medical Center (NRMC). I agree to inform my supervisor immediately if I am unable to perform as expected.

Employee Signature

Date