



# JOB OPPORTUNITY

## PAYROLL & ACCOUNTING SPECIALIST

Full-time, 1FTE

### FISCAL SERVICES

*External applicants may apply at [www.hillsdalehospital.com](http://www.hillsdalehospital.com). Current employees may submit a written request to the Human Resources Department.*

#### Requirements

- High school diploma; Associates in Accounting preferred
- Previous payroll and accounting experience with computational skills & Intermediate to Advanced Excel ability preferred
- BLS (Basic Life Support) certification (available through Hillsdale Hospital)
- Perform payroll functions as required in the Kronos & Evident systems
- Verify payroll information, PAR's and personnel data for consistency and accuracy
- Answer calls and correspondence for all accounting functions.
- Sort, code, alphabetize and verify invoices, enter invoices into computer system, assist in preparing accounts payable checks
- Substantiate financial transactions by auditing documents; verify, analyze, and reconcile hospital records, transactions, and procedures as necessary
- Maintain accounting controls associated with all accounting functions
- Excellent interpersonal skills including the ability to communicate effectively
- Ability to prioritize along with excellent organizational skills
- Must be committed to Service Excellence and embrace Vision, Mission, values and culture of Hillsdale Hospital
- Must be flexible, dependable, responsible and a team player with favorable attendance record
- Maintain confidentiality

Posted: 12.19.2017

Take Down: 12.29.2017 (May remain posted longer)