

PAYROLL - ACCOUNTING COORDINATOR

Seeking a compassionate, energetic, and team-oriented person as a Payroll - Accounting Coordinator.

Starting wage at: \$18.00-20.00/hour

This position is **32 hours per week, Monday through Friday.**

Other benefits include:

- PTO accrual based on hours worked
- Health, Dental, Vision Insurance coverages with employer partially funded health savings account
- Availability of comprehensive voluntary insurances
- Retirement annuity option available

Payroll - Accounting Coordinator Job Duties:

Responsibilities focus on providing specialized business office services, related to accounts payable, payroll, human resources, and business expense processing. These include but are not limited to:

- Gather information on hours worked for each employee to calculate and/or verify the correct payment incorporating overtime, deductions, bonuses etc. with the assistance of utilizing accounting and payroll software systems to ensure employees are paid on schedule
- Process payments electronically or manually for accounts payable
- Managing and completing monthly and yearly reconciliations and financial statements
- Organizing and maintaining accurate and complete employment files for all staff persons

Required Skills:

- High school diploma or equivalency (required); Associates degree in business, accounting, finance or similar area of study (preferred); Bachelor's degree in business (optimal)
- Mathematics skills sufficient to verify accounting transactions and reconcile vendor statements with payments
- Knowledge of spreadsheets sufficient to perform calculations such as addition, subtraction, and percentages
- Word processing skills sufficient to communicate with staff and vendors concerning payroll, business expenses and invoices
- Excellent customer service skills, both in person and over the phone, sufficient to deal effectively with staff and vendors
- Independent work ethic and motivation to be a self-starter to complete tasks accurately and in a timely manner
- Previous bookkeeping and/or payroll processing experience sufficient to maintain complete and accurate records
- Beneficial to have experience with various accounting, payroll, and timekeeping software platforms such as Microsoft Dynamics GP, Time Matrix and/or Microsoft Office Suite (preferred)
- Experience with Wisconsin State and Federal payroll and withholding laws and requirements (preferred)

Interested in joining our team?

We strongly encourage interested applicants to submit a detailed resume or complete an employment application. Accompanying that document a Background Information Disclosure must be included. Please send these items to marketing@svhcs.org or mail to:



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Equal Opportunity Employer and Provider