

Job Description



Job Title: Payroll Specialist
Location: Laramie Office
Department: Finance
Report To: Director of Finance

Job Summary:

Responsible for maintaining and analyzing payroll information, processing bi-weekly payrolls, and maintaining employee time records. Work with the Director of Finance to assist with financial reporting and benchmark surveys. Efficiently and effectively work with employees during the entire life span of employment. Work with the Director of Human Resources to provide support to the physicians, administrations, and employees of Premier Bone and Joint Centers.

Core Competencies:

Proactive

Anticipatory, change-oriented and self-initiated behavior. Proactive behavior involves acting in advance of a future situation, rather than just reacting. It means taking control and making things happen. Proactive employees generally do not need to be asked to act, nor do they require detailed instruction. Take initiative to see an issue and develop realistic solutions.

Achieve

Demonstrate effort, skill, or tenacity to reach or attain a desired objective, level of performance or quality of work. Carry out tasks successfully and completely. Attain goals despite difficulty. Able to exert the necessary effort using their own skill set to perform at the highest level desired within our organization.

Team Conscious

Demonstrate a genuine interest in thoughts and opinions, values, and needs of co-workers. Avoid speaking, writing, or doing other things that could be seen as disrespectful of patients and/or co-workers. Recognize and show respect for the strengths and contributions of others. Work with others to accomplish a common goal or objective.

Integrity

Act in ways that demonstrate personal reliability, honesty, and care that exhibit integrity and serves as a positive example of why others should trust the motives of our organization. View themselves as a reflection of the organization by following through on commitments and accepting ownership of any mistakes they might make. Leave others with a clear impression that integrity is a core value of Premier Bone & Joint Centers. This is in contrast to individuals who make commitments that go unmet, fail to acknowledge their role in disappointing events, or whose actions (or inaction) leave others with doubts about the level of trust that should be placed in Premier Bone & Joint Centers.

Excellence

Have the will to win, the desire to succeed, the urge to reach their full potential. We are what we repeatedly do. Excellence is the path chosen to be successful at work. The word excellence is defined

as the quality of surpassing the average, possessing high qualities in one's field. It's about developing a winning mindset that says "I want to be great at what I do. I want my personal life and my work to be spectacular." Developing excellence is a deliberate process and takes time, yet it can be developed by creating a personal strategy that will put you on the road to success in life and in the workplace.

Never Quit

Can always be counted on to go above and beyond what is asked. Always give extra and unending effort and offer support to other team members. Persevere in completing tasks and don't get discouraged or cuts short efforts to accomplish goals and objectives. Make and fulfill commitments. Establish a pattern of working independence, always intend to fulfill any promise made, prepare for meetings and other tasks.

Trust

Believe that someone or something is reliable, good, honest, and effective. Act responsibly for the safety and care of Premier Bone & Joint Centers' patients. One is able to believe that something relayed by this employee, is true or correct even though you do not have proof of it. One is able to have firm belief in the reliability, truth, ability, or strength of this employee. This is an employee that one would put complete faith in and be confident that the integrity of this employee would guide their actions.

Communication

Communicate effectively, respectfully, and appropriately. Use good judgment as to what to communicate to whom by utilizing the chain of command, as well as the best way to get that accomplished. Speak in a clear and credible manner, selecting the right tone for the situation and audience. Listen to others and allow them to make their point. Be respectful to feedback and respond accordingly.

Essential Duties & Responsibilities:

Payroll Processing

- Enter, maintain, and/or process information in the payroll system; information may include employees hourly rates, salaries, bonuses or other compensation, time worked, paid leave and holidays, deductions (garnishments, insurance, and 401(k) retirement) and withholding, address changes, and other information.
- Ensure proper processing of payroll deductions for taxes, benefits, charitable contributions, and other deductions.
- Pull timesheets and review downloaded information for completeness and accuracy.
- Contact various department supervisors for any missed times of any incomplete timesheets.
- Prepare initial draft of payroll for all departments and facilities for the Director of Finances's review and CEO approval.
- Compile internal management reports from payroll system software.
- Prepare and process federal and state payroll tax deposits.
- Prepare and process 401(k) retirement and Flexible Spending Account contributions after each payroll has processed.
- Reconcile payroll to the general ledger and monthly bank statements.
- Issue, or reissue, physical or replacement checks or direct deposits due to payroll error or final discharge.

Finance

- Work with the Director of Finance on special financial related projects and reports as needed.
- Assist with benchmark surveys
- Ability to perform mathematical computations accurately and quickly.

Human Resources

- Provide support to the Director of Human Resources that may include assisting with new employee enrollment, compiling employee personnel files, benefit enrollment, employee maintenance, employee relations, resignations and terminations, annual compliance training, performance reviews, and professional development.

Communication

- Maintain an open line of communication with physicians and staff, to promote high employee morale and a professional clinic atmosphere.
- Handle a variety of matters involving contact with various staff and the public.
- Communicate effectively and in a timely manner utilizing the appropriate chain of command.

Interpersonal Skills:

Professional Image

- Follow dress code.
- Project a pleasant and professional image per company policy.
- Wear identification while on duty.

Flexibility/Stressful Situation

- Respond with flexibility to changing work load and/or assignments.
- Stay organized and function under stressful situations.

Working Relationships

- Ability to establish and maintain effective working relationships with physicians, co-workers, and the public, that harbor a friendly, yet professional interaction.
- Demonstrate willingness to readily interact with other staff members and department leaders.

Initiative

- Exhibit initiative and self-directed behavior.
- Accept responsibility for own professional growth and personal conduct by seeking knowledge in work specific areas, taking advantage of opportunities at work to observe and volunteer.

Independence

- Ability to work independently, make decisions, and solve problems.

Other Duties

- Perform other duties as directed/required, to ensure efficient operations of Premier Bone & Joint Centers.

Adherence to Facility/Departmental Policy:

Confidentiality

- Observe confidentiality of information in regards to patients, physicians, and fellow employees; ability to maintain confidentiality under HIPAA standards.

Attendance/Punctuality

- Maintain a good attendance record and arrive to work punctually.
- Utilize established time clock system appropriately.

Overtime

- Able to substantiate overtime, minimize overtime and adjust hours as needed.

Cell Phone Use

- Cell phone may be used for business purposes only.
- Utilize cell phone for personal use only during breaks or meal periods out of the public eye.

Care of Environment, Equipment, & Supplies:

Clean, Neat, Safe Environment

- Maintain a clean, neat, and safe environment for patients and staff, including personal work areas.

Office Equipment Skills/Malfunctioning Equipment

- Utilizing correct/safe technique when using equipment and notify manager of malfunctioning equipment.

Education:

Degree/Diploma Obtained	Program of Study	Required/Preferred
High School Diploma or Equivalent		Required

Experience:

Years of Experience		Required/Preferred
Experience Processing Payroll		Required
General Accounting Knowledge		Preferred
Experience Working in Human Resources		Preferred
Experience in a Healthcare Setting		Preferred
Related Office Experience		Preferred

Physical Requirements:

Action	Description	Frequency
Seeing	Must be able to read reports and use a computer	Constant
Hearing	Must be able to hear well enough to communicate with physicians, medical staff, administrative staff, and co-workers	Constant
Speaking	Must be able to verbally communicate with physicians, medical staff, administrative staff, and co-workers	Constant
Fingering/Grasping	Must be able to write and type	Constant

Weight Demands:

Action	Description	Frequency
Lifting	Must be able to lift up to 25 pounds or less	Occasionally

Working Conditions:

The fast paced nature of this position may lead to increased levels of personal stress and demand high mental acuity.

Environmental Hazards

- The fast paced environment may lead to increased levels of personal stress and demand high mental acuity.

Physical Hazards

- Physical harm is possible when performing physical requirements, as listed above.
- Exposure to communicable disease, bodily fluids, and/or toxic substances is possible and can be physically harmful.

Unique Work Schedule/Travel

- May be required to work after hours, on weekends, or holidays.
- May be required to provide services outside the clinical setting (i.e. at University or High School athletic events), or travel to offices throughout the state.

Employee Statement of Understanding:

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct related to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with patients, customers, and fellow employees.

Note: This description is intended to describe the general job duties and employment requirements for adequate job performance, and should not be interpreted as an exhaustive report. Additional duties and responsibilities may be assigned at the discretion of the employees' supervisor.