



## JOB DESCRIPTION

**TITLE:** Payroll/Staff Accountant  
**DEPARTMENT:** Accounting  
**REPORTS TO:** Controller  
**FLSA:** Non-Exempt

### SUMMARY OF JOB:

Timely processes the Organization's payroll in accordance with pay policies while maintaining compliance with all Federal and State law.

### RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. Timely and accurately processes all employee timecards on a bi-weekly payday schedule.
  - a. Balance, batch, and post employee timekeeping records from Kronos Workforce Timekeeper to Kronos Workforce HR payroll.
  - b. Review and process time sheet exception report.
  - c. Review and process the pre payroll data checklist to identify errors or corrections to benefit accumulators, direct deposit, primary work location and status indicators.
  - d. Responsible for managing all employee garnishments.
  - e. Process, post and balance various elective deductions including; meal and gift shop charges, employee patient accounts and Foundation giving.
  - f. Transmits the bi-weekly direct deposit file to the Organization's banking institution.
  - g. Print and distribute/mail any manual checks, as needed.
  - h. Calculate and process employee termination checks.
  - i. Responsible for submitting the bi-weekly transmission file to the Organization's retirement plan asset trustee.
  - j. Completes new employee data entry into the CBORD system.
  - k. Remits all tax withholdings.
  - l. Assists with posting Kronos payroll files to Meditech general ledger.
  - m. Respond to employee pay inquiries and research any payroll related discrepancies while coordinating with departmental directors and/or Human Resources.
  - n. Must maintain a high level of confidentiality and professionalism without exception.
2. Monitors changes in Federal and State payroll law. Monitors compliance with all regulatory agencies such as IRS, DOL, etc.

3. Completes all reporting in a timely and accurate manner, including;
  - a. All quarterly 941 and unemployment reporting as well as all annual W-2 related filings.
  - b. Provides payroll summary data to the Organization's CFO for departmental productivity reporting.
  - c. Follows up with Human Resources when performing data entry reviews/audits, as requested.
  - d. Supports other departments' improvement initiatives by providing requested statistic or other payroll data.
  - e. Coordinates the administration of employee benefits with Human Resources, as requested.
4. Assists with and supports various annual reporting requirements in a timely and accurate manner.
  - a. Assists with year-end audit and cost report work papers.
  - b. Responsible for all audit and document retention requirements.
5. Other duties will include staff accountant cross training for daily cash posting, accounts payable and other general ledger staff accountant duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

3+ years of previous payroll experience required.  
Kronos experience highly preferred.  
College degree preferred but not required.  
Excel experience required.  
Must be detailed oriented.

**LANGUAGE SKILLS:**

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**INTERPERSONAL SKILLS:**

Demonstrates exceptional customer service skills using the "Whatever It Takes" philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

**DECISION MAKING ABILITY:**

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

**ANALYTICAL ABILITY:**

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

**GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:**

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

**HIPAA:**

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

**Final Section** I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

---

Employee Name & Signature

---

Date

---

Supervisor Name & Signature

---

Date