

## **PCA JOB DESCRIPTION**

### **JOB TITLE: Accounts Payable/Payroll**

#### **JOB ACCOUNTABILITY & OBJECTIVES:**

This non-exempt position works under the supervision of the Chief Financial Officer; performs bi-weekly payroll and accounts payable processes; ensures that all purchases are in accordance with Professional Counseling Associates (PCA) policies; and provides internal and external customer service consistent with PCA's goal of excellence and professionalism.

#### **RESPONSIBILITIES:**

##### ESSENTIAL FUNCTIONS:

- Processes bi-weekly payroll, including proper application of garnishments and deductions, EFTs, internal and external reports, and maintains payroll files.
- Prepares all monthly, quarterly, and annual payroll tax reports, W2s, and 1099s.
- Tracks credits and refunds owed to PCA and ensures each are received within 30 days of identifying, as it is within your control.
- Reviews purchase orders to ensure proper routing and approval, reviews invoices to ensure proper fees and calculations, performs data entry of accounts payable, prints AP checks as approved by CFO, prepares AP checks and related stubs for mailing, and maintains filing system for all accounts payable records.
- Acts as an integral part of the separation of duties related to monies received, including making daily bank deposits, verifying amounts deposited correspond to amounts received by the receptionist, and promptly notifying CFO of any discrepancies or concerns.
- Seeks to understand all rules surrounding payroll taxes and deductions; ensures each are paid as described by PCA and IRS policy so that late fees and penalties are not incurred; and works with Staff Accountant and CFO to understand any new or confusing calculation or process.
- Files, copies, fax and distribute reports as directed.
- Reviews office supply and form purchases for all clinics as submitted by Admin Support Specialist (Receptionist), ensuring that we are, neither, over ordering or running out of critical supplies.
- Assists Staff Accountant and CFO on special projects, as needed.

##### NON-ESSENTIAL FUNCTIONS:

- Serve as back-up to Staff Accountant on any processes not deemed as violating appropriate separation of duties.
- Perform other duties as assigned by supervisor.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of secretarial practices and procedures.
- Knowledge of bookkeeping practices and principles.
- Ability to type accurately and use a 10-key calculator by touch.
- Ability to operate various standard office machines.
- Ability to make arithmetic computations accurately.
- Ability to detect and correct errors.
- Ability to maintain effective filing system.
- Ability to follow specific instructions and procedures.
- Skill in the accurate operation of the computer terminal.
- Knowledge of accounts payable and payroll procedures.
- Ability to establish and maintain effective working relationships with supervisors and other employees.

#### EDUCATION/EXPERIENCE/REQUIREMENTS:

- High School graduate (or equivalent).
- Training in data entry, bookkeeping and office skills and equipment.
- Experience may be substituted in lieu of training.
- A criminal background check is required every 5 years.
- TB test and drug screening test are required.