



RAVENSWOOD FAMILY HEALTH NETWORK JOB ANNOUNCEMENT

POSITION TITLE: Accountant II
FLSA Status: Exempt
REPORTS TO: Accounting Manager

ORGANIZATION

Ravenswood Family Health Center's mission is to improve the health of the community by providing culturally sensitive, integrated primary and preventative health care to all, regardless of ability to pay or immigration status, and collaborating with community partners to address the social determinants of health.

POSITION SUMMARY

Under general supervision, the Accountant II is primarily responsible for processing payroll for all employees on a biweekly basis and maintaining payroll related general ledger accounts by performing monthly, quarterly, and annual reconciliations including preparation of journal entries and account accruals. The Accountant II is responsible for preparing payroll reports to be distributed for internal and external use in addition to accounting duties as assigned.

DUTIES AND RESPONSIBILITIES

To be performed in accordance with RFHN Policies and Procedures

1. Process the bi-weekly payroll ensuring accurate and timely transmission using Paycom.
2. Maintain employee payroll records and correspondence with external agencies as directed by the Accounting Manager.
3. Participate in New Hire Orientation by instructing new employees to use the hand punch or online time entry systems.
4. Work with managers ensuring payroll is submitted on a timely basis every pay period.
5. Follow up with managers and employees if there are discrepancies on time cards/hand punches.
6. Extensive data entry in Excel to maintain employee Attendance Reports.
7. Reviews accounting documents to ensure accuracy of information and calculation and make correcting entries.
8. Prepare and maintain control and subsidiary accounting records involving a variety of transactions and accounts.
9. Prepare journal entries and reconciliation of general ledger, journals, subsidiary accounts. Analyze and prepare varied financial statements and reports.
10. Communicate effectively in a manner that promotes trust and cooperation.
11. Participate in monthly, quarterly, and annual payroll account reconciliations and reporting
12. Ensure effective customer service that is culturally and linguistically appropriate for co-workers and their department heads.
13. Collaborate with those responsible for accounting, payroll, and audit responsibilities.
14. Participate in administrative meetings and community meetings as requested
15. Other duties as assigned and requested.

QUALIFICATIONS

- Associate's degree (Bachelor's preferred) in Accounting, Business, Finance or related field from an accredited college/university plus three to five years' experience working with a complex automated payroll accounting system **OR** equivalent combination of education and experience.
- Must be computer literate with experience using ADP or similar Payroll Software

- High degree of accuracy and detail orientation required
- Must be an excellent multi-tasker and be able to prioritize duties
- Strong planning and organization skills; initiative and proactive attitude
- Excellent written and verbal communication skills
- Ability to work independently without supervision, as well as in part of a team

Qualified applicants, please submit resume to resumes@ravenswoodfhc.org.