

Payroll/Accountant II

This is a detailed oriented accounting position involving the application of accounting principles and governmental accounting as it relates to payroll, budgets and provider detail.

ESSENTIAL FUNCTIONS OF JOB

- Position will be responsible for all aspects of the Agency's payroll system. This includes processing payroll and completing required filings and payments. Will balance accruals and associated reports. This also includes, but not limited to, preparing and balancing of W-2s and other year-end local, state, and federal requirements.
- Responsible for payroll set-up and adjustments for employee and employer retirement contributions, retirement loans, and ensuring those payments are made within the specified time periods.
- Responsible for workmen's compensation classifications and earnings for the annual w/c audit.
- Required to lead and calculate the time study process at least biannually.
- Position will contribute to the development of policies and procedures as it relates to program/fiscal compliance.
- Incumbent of this position will become proficient in the Mental Health, and Early Intervention regulations, funding, and reporting. Individual will have a working knowledge of Intellectual Disabilities, Waiver, and Drug and Alcohol fiscal regulations and funding.
- Position will be responsible for sub-recipient monitoring and be knowledgeable on provider contracts.
- Position will monitor, review, and authorize provider bills for payment. Also, will keep a spreadsheet for detail on their budgets, payments to date, and balance remaining.
- Responsible for completion of worksheets to support RMTS (random moment time study) process.
- Responsible for receipting in local, state, federal, and other third party revenues for proper distribution within the accounting system among the programs.
- Responsible for tracking Mercer County MH/DS departmental revenue and expenditures and working with Mercer County for receipt of pass through dollars and accounting of these functions.
- Reviews managed care and MA billings and keeps detail spreadsheets. Also, monitors that the billing information is being submitted and follow-up is occurring on a timely basis.
- Assists, where necessary, with the year-end audit.
- Proficient in Microsoft Excel and Word.

OTHER DUTIES OF THE JOB

- Attends meetings and trainings as required some may require overnight travel.
- The incumbent of this position encounters confidential information and must maintain strict confidentiality as defined by state and federal regulations and agency policy.
- Position will require participation and active involvement in departmental functions to support organizational philosophies and mission.
- Position will participate in Quality Assurance activities as required to ensure program/fiscal compliance.
- Performs other job-related duties as required and/or assigned by the CFO.

QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE

Four-year accounting degree or business degree supplemented by fifteen credits in accounting and two-years' professional accounting experience.

Or

Associates degree with emphasis in accounting and five years of professional accounting/payroll experience.

Interested candidates may pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550 or you may access the application on our website.

Applications must be received at this office by May 1, 2020.

ATTN: Karen Myers, Personnel
Mercer County Behavioral Health Commission, Inc.
8406 Sharon-Mercer Road
Mercer, PA 16137

karen.myers@mercercountybhc.org

Affirmative Action/Equal Opportunity Employer