

## **Bookkeeper-Payroll Specialist**

Singular Anesthesia Services is a growing Medical firm seeking an experienced Bookkeeper-Payroll Specialist. The ideal candidate will be responsible for preparing/processing payroll, AR, cash receipts, as well as timesheet monitoring & management. Experience within the medical or healthcare industry desired.

***Duties include, but are not limited to the following:***

### **Responsibilities:**

- Process Bi-weekly & special payroll utilizing knowledge of taxes, benefits, and 401(k) deductions.
- Calculate & input changes to the payroll batch for non-timecard activity (PTO Payouts, Bonuses, or other adjustments)
- Serving as the point of contact for timecard and self-service system questions regarding executing corrections, updating payroll records, and troubleshooting application issues.
- Monitor timesheets and job code access to ensure accuracy
- Prepare monthly bank reconciliation report and payroll reconciliation reports
- Reconcile, post monthly cash receipts and disbursements within a timely manner.
- Prepare monthly financial reports & company reconciliation worksheets
- Assist in year-end closing preparation
- Prepare relevant accounting schedules for prepaid accounts and accrued expenses
- Prepare invoices for clients' bi-weekly/monthly invoices
- Update rent roll reports periodically as needed
- Develops system to account for financial transactions by establishing a chart of accounts ensuring legal requirements compliance used for tax preparation
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions

### **Qualifications:**

- Bachelor's Degree in Accounting or Finance
- 3-5 years of Bookkeeping-Payroll experience; hands on Experience w/ADP Payroll & Timekeeping Accounting System
- 3-5 years of Accounting experience, preferably in the medical or healthcare industry
- Must possess strong computer skills, including Quickbooks, MS Office, Excel
- Experience utilizing Excel for data extraction and manipulation (e.g., Pivot tables, VLOOKUP, "IF" functions, etc. is A+
- Excellent & clear communication skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team and clients.
- Organized, attention to detail, ability to maintain confidentiality and self starter
- Analytical and problem solving skills.
- Detail-oriented with the ability to work efficiently and effectively, prioritize and meet deadlines.

### **Location:**

**Hartsdale, NY**

### **TOTAL REWARDS:**

We offer a very competitive benefit package including Medical, Dental, 401Kplan, Life Insurance, Bonus Opportunity, PTO.

**Salary: \$60,000**

**Workdays: Tuesday–Friday (flexible)**

**Singular Anesthesia is an Affirmative Action/Equal Opportunity Employer**