



Payroll/Accounts Payable Assistant

Thrive Behavioral Network, LLC

EOE/AA

Saint Cloud, MN

DESCRIPTION OF POSITION

As the Payroll/Accounts Payable Assistant you will provide payroll and accounts payable support for an agency serving adults with disabilities. The employee is responsible for assisting with all payroll functions and accounts payable responsibilities in a timely manner. Work includes all tasks designated by the Payroll Supervisor/Accounts Payable Representative. Work at this level is categorized as mid-level accounting experience.

RESPONSIBILITIES

- Assist Payroll Supervisor/Accounts Payable Lead staff with bi-weekly payroll and daily accounts payable duties as required.
- Review time sheets, verify hours worked and calculate total hours to be paid.
- Post finalized time sheets into accounting system.
- Complete necessary payroll reports as needed.
- Scan and file bi-weekly time sheets for all Thrive staff.
- Use Excel spreadsheets on a regular basis to post employee benefits.
- Run Health Savings Account/FSA reports.
- Assist with posting of accounts payable invoices and mailing of payments.
- Process monthly budgets for all Thrive facilities.
- Enter Accounts Receivable deposits into accounting system.
- File paid invoices and monthly budgets in a timely manner.
- Complete quarterly and annual responsibilities for accountant, as needed.
- Respond to Directors and Management requests.
- Maintain appropriate interpersonal relationships with all Thrive staff.
- Perform related work as required.

MINIMUM QUALIFICATIONS

- Associates of Arts degree (accounting, business or finance emphasis preferred) or the equivalent experience
- Familiarity with Microsoft Office software, primarily Excel
- Ability to provide clear direction and guidance to management level staff
- Excellent oral and written communication skills
- Ability and willingness to work cooperatively with others

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- High degree of discretion dealing with confidential information

PREFERRED QUALIFICATIONS

- Minimum of two (2) years of experience with payroll
- Experience with Accounting CS by Thomson Reuters (accounting software)

Every effort has been made to make this job description as complete as possible, however in no way is it stated or implied that these are the only duties you are required to perform; other related duties necessary to meet the needs of the organization may be assigned to you.