



**Healthcare Associates in Medicine,
A Division of Orlin & Cohen Medical Specialists Group**

Job Title: Accounts Payable Clerk **Department:** Administration - Payroll
Reports to: Human Resources Payroll Specialist

Job Summary:

- The Accounts Payable/Payroll Clerk will be responsible for monitoring the outflow of capital. Additionally, they will assist the Payroll/Timekeeping Specialist oversee weekly payroll and maintain employee time records for HCA, A Division of Orlin and Cohen's Staten Island locations.

Reports Directly to: The Human Resources Payroll Specialist, who reports to the Human Resources Director.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Receives and verifies expense reports and invoices; reconciles expense and other financial reports with account balances and other office records.
- Facilitates payment of vendors, which may include verification of federal ID numbers, reviewing purchase orders, and resolving discrepancies.
- Ensures outstanding obligations are credited upon payment, identifies discount opportunities, and issues purchase order amendments or stop-payment orders as needed.
- Assists with accounting records and ledgers by reconciling monthly statements and transactions.
- Records entry of, verifies documentation.
- Calculates and reports sales tax based on paid invoices.
- Other related duties as assigned.

Payroll Responsibilities:

- Enters, maintains, and/or processes information in the payroll system; information may include employee's hours, commissions, bonuses or other compensation, time worked, paid leave and holidays, address changes, and other information.
- Ensures proper input of employee missed punches.
- Processes payroll changes as directed.
- Issues, or reissues, employee badges and responds to time keeping inquires.
- Performs other duties as assigned.

Required Skills/Abilities:

- Must be reliable and extremely trustworthy.
- Must be proficient in Microsoft Office Suite or related programs.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidential and meticulous records.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn payroll software



**Healthcare Associates in Medicine,
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Education and Experience:

- High school diploma required; Business or Accounting degree preferred.
- Certified Accounts Payable Professional (CAPP) certification preferred.
- Two years of experience in accounting or bookkeeping with at least six months of experience in payroll preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

Start Date: January 1st

Job Type: Full-time

Pay: \$13.00 - \$20.00 per hour

Benefits:

- 401(k)
- Health insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Physical Setting:

- Office

Schedule:

- Monday to Friday

Education:

- Associate (Preferred)

Work Location: One location

- 2535 Arthur Kill Rd, Staten Island, NY 10309

Equal Opportunity Employer