

# Prairie Home Hospice and Community Care

## POSITION DESCRIPTION

**POSITION TITLE:** ACCOUNTING & PAYROLL SUPERVISOR

**LOCATION:** Main Office / 1108 E. College Drive, Marshall, MN 56258

**REPORTS TO:** Chief Executive Officer

### **RESPONSIBILITIES:**

#### **ACCOUNTING**

- Documents all financial transactions via QuickBooks and Excel.
- Maintains accounting controls by recommending and maintaining policies and procedures that are consistent with general and nonprofit accounting standards and protects the financial security of the organization.
- Reconciles financial accounts and records.
- Secures financial information by completing database backups.
- Prepares payments by verifying documentation and preparing disbursements.
- Prepares monthly financial reports for CEO.
- Stays abreast of accounting policies, standards and regulations.
- Maintains renewal date information for contracts, agreements, and licenses to ensure compliancy.

#### **PAYROLL**

- Review, enter, and verify employee timesheets to ensure accuracy.
- Process and track payroll, payroll deductions, PTO accruals, etc.
- Ensure new employee documentation, W-2's, and Insurance provider information is correctly aligned.
- Stay informed on new state and federal Paid Leave programs.
- Aid in the renewal and review of the employment benefits during open enrollment, life changes, hiring or terminations.
- Process employment background checks for potential new hires.
- Maintain records for employee payroll documentation.

#### **QUALIFICATIONS & SKILLS**

- Prior QuickBooks experience a plus.
- Must be proficient in Microsoft Excel.
- Must have exemplary written and verbal communication skills.
- Must be able to maintain a high level of confidentiality.
- Prefer a 2-year degree in accounting or related field plus 3 years of experience.
- Must have a strong work ethic and eagerness to learn.
- Ability to work independently and manage time well.
- Able to communicate efficiently with co-workers and clients in a professional manner.
- Reliable and punctuality is a must.

#### **OTHER RESPONSIBILITIES**

- Serve as a backup to the Billing Manager, as needed.
- Participate in the promotion of our non-profit by assisting in our events.
- Other duties as assigned.

Prairie Home Hospice can best serve our clients and their families by working as a team. While each staff and volunteer may have a primary role, we also have a responsibility to support the team in any way in which we can help to make the

team stronger and the services we provide the very highest quality possible. To that end, all employees are expected to contribute positively to a healthy, mutually supportive team environment, which at times requires prioritization between individually assigned roles and responsibilities and the broader needs of the organization and team. Duties and roles of positions may change due to the needs of the organization.

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Accounting/Payroll Supervisor

Date

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Supervisor

Date

Updated 10/2024