

Effective date: January 2, 2018

Customers served (external and internal): all Patients, any member of the Paradigm Team, all vendors, suppliers and any other members of the public.

Reports To: CAO

Role Qualifications:

Role Summary: Responsible for providing accounting and clerical support. Maintains and creates accounting and HR document files, including daily work and accounts payable. Codes invoices properly, keys daily worksheets to the general ledger system. Prints accounts payable checks and mails in timely fashion. Keeps track of all benefits related billings and employee census data. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment. Assist CAO in daily operations.

Principal Accountabilities: (essential job functions)

- Maintains files, including filing of general ledger journal vouchers, accounts payable documentations, and other miscellaneous filings.
- Generates a variety of documents, reports and records.
- Interacts with benefit and other employment related vendors as needed to keep records current, invoices paid and employee benefit deductions accurate. Maintain employee records. Supply information for employment verification as needed.
- Process daily mail, run daily checks through EDS machine and distribute mail and batches to appropriate departments.
- Prints daily/weekly accounts payable checks, mails.
- Daily interaction with CAO, Office Manager, Front Desk staff and others as needed.
- Process Payroll, track time clock for employees and , maintains payroll reports
- Bills out gym program on a monthly basis.
- Administers supply ordering for all 4 clinics on a monthly basis. Works with clinic managers to meet budget goals and costs.
- Reconciliation of monthly operating bank account. Enters batches to coincide with bank reconciliation.
- Maintains all labor law posters according to laws and reconciliations. Update all licenses for clinicians, fire plans, business license and any other necessary postings required by law at each clinic. Ensures operation manual is up to date with all current material. Maintains SDS sheets and has Clinic/Gym attendant update all SDS labeling/SDS sheets update as necessary.
- Schedules annual fire and fire extinguisher inspections for all 4 clinics.
- Schedule regular pick up for shred bins and exterminator for all 4 clinics.

Essential Skills and Experience:

1. Strong customer service orientation – both external and internal.
2. Detail oriented, effective with numbers, equations, formulas, organized.
3. Excellent interpersonal and communication skills
4. Computer proficiency – Microsoft Word, Excel in particular.
5. HS Diploma or equivalent
6. 0-2 years experience as a receptionist, customer service representative or equivalent. Has knowledge of commonly used concepts, terms, practices and procedures within the accounting field.

Beneficial Skills and Experience:

1. Experience working in high performance teams and a proven strong team player
2. Commitment to company values

3. Ability to read, write and speak Spanish.

Physical Challenges:

1. Consistent and regular use of phone required.
2. Must be able to keep numbers in correct order on a very consistent and regular basis.
3. Regular and consistent use of keyboard and mouse.
4. Ability to climb stairs on occasion.
5. Must be able to occasionally lift up to 25 pounds.
6. Consistent sitting for many hours at one time. Majority of day (70%+) is spent sitting at a desk.
7. Additional challenges may arise, at which time Paradigm may revise this job description.

Reporting to the position are:

No direct reports

This job description does not represent an inclusive list of all duties encompassed in this position, but rather serves as a tool to assist the employees in this position. The existence of this job description, or any other job description, does not in any way negate "at will" employment status. The President of Paradigm is the only person who may elect to modify or delete this job description at any time upon giving notice to the HR Rep to do so.

I understand the responsibilities associated with this job and I agree to fulfill them to the best of my ability.

Employee Signature

Date

**ONCE SIGNED, PLEASE SEND ORIGINAL TO HR DEPARTMENT
TO BE ADDED TO THE EMPLOYEE'S PERSONNEL FILE.**

FLSA Status: Non-Exempt

Essential Skills and Experience to Qualify For Promotion:

1. Proven success in all areas listed above.
2. Commitment to Paradigm's strategic plan and vision for the future.
3. Recommendation from immediate supervisor or other member of Executive Team.