# Centennial Mental Health Center, Inc. **Job Description**

Job Title: Accounting/Human Resources Clerk II Job Class: Administration Reports to: Appropriate Department Manager Grade: 3

Status: Non-Exempt

### **POSITION SUMMARY**

Performs a variety of duties in accordance with standard accounting, MIS, or human resources procedures, under minimal supervision and guidance. Checks and verifies data for completeness and accuracy. Work is subject to audit and verification.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 1. Compiles and analyzes information documenting business transactions.
- 2. Prepares reports summarizing Center's business activities.
- 3. Prepares reports required by regulatory agencies.
- 4. Assists in preparation of annual budget.
- 5. Establishes and maintains effective, collaborative working relationships with Center employees and outside agencies with which Centennial is involved.
- 6. Accounting clerk prepares bank reconciliations, fixed asset records, and audit schedules and reconciles all accounts to the general ledger.
- 7. MIS clerk determines internal checks and controls, identifies problems, suggests changes, and determines extent of software and hardware requirements, including determining data collection and billing requirements for all payer sources.
- 8. Human Resources clerk assists in tracking and coordinating information for unemployment, worker's compensation, family medical leave, and other employment law related claims.
- 9. Completes statistical reports and special projects as required.
- 10. Maintains sufficient knowledge of accounting, computer operations, or human resources to complete duties efficiently.
- 11. Maintains and follows written procedures for each task or responsibility and updates procedures as necessary. All procedural changes are approved at a higher level.
- 12. Performs other job duties as assigned.

# **SUPERVISORY RESPONSIBILITIES**

As assigned

# JOB REQUIREMENTS

# **EDUCATION**

Bachelor's degree (BA) from a four-year college or university in accounting, business administration, computer science or a related field or evidence of equivalent combination of education and experience.

# **EXPERIENCE**

Minimum of two years working experience. Experience using Microsoft products. Demonstrates mastery of progressively more complex tasks. Demonstrates skill level in field working independently with minimal supervision.

#### ABILITIES, KNOWLEDGE, SKILLS

General knowledge of accounting, MIS, or Human Resources theories and practices. Excellent computer skills with demonstrated proficiency in spreadsheet, database, and word processing software. Ability to read, analyze, and interpret complex documents. Ability to prepare information using original or innovative techniques or style. Excellent written and verbal communication skills.

responsibilities.	sed it with my supervisor, and understand my	,
Employee Signature	Date	

Administrative Supervisor Date