MURFREESBORO MEDICAL CLINIC & SURGICENTER
1272 GARRISON DRIVE
MURFREESBORO, TN 37129

JOB TITLE:
Entry-level Accountant / Payroll Coordinator - Full-time benefits-eligible position of 40 hrs per week.

GENERAL SUMMARY OF DUTIES: Primary responsibility for preparing, executing, and managing payroll-related tasks; additional responsibility for other accounting-related tasks.

SUPERVISION RECEIVED: Reports to Senior Accountant

SUPERVISION EXERCISED: None.

ESSENTIAL FUNCTIONS:

1. Have primary responsibility for preparing, executing, and managing the payroll-related tasks of an organization with 500+ employees to ensure that payroll is timely and accurate.

2. Work with the Human Resources department to handle the tasks related to new hires, position changes, and employee exits from the organization; handle any issues that arise periodically with these issues.

3. Assist the Chief Financial Officer and the Senior Accountant with researching payroll-related questions and issues and providing clear, comprehensive responses to those questions.

4. Assist the Chief Financial Officer and the Senior Accountant with other accounting & administrative duties related to the recurring month-end closeout process.

5. Process the paperwork, journal entries, and check printing for recurring patient refund tasks.

6. Other accounting & administrative-type duties, as needed, including:
   a. Assists in reconciling general ledger accounts.
b. Assists in balancing cash, reconciling bank accounts, and transferring funds.

7. Maintains required records, reports, and files.

8. Participates in educational activities.

9. Maintains strictest confidentiality.

10. The job holder must demonstrate current competencies applicable to the job position.

EDUCATION:
Degree in accounting is strongly preferred.

EXPERIENCE:
Two years of accounting clerk experience with payroll-related tasks are preferred. However, exceptional recent graduates with a major or minor in accounting will be strongly considered for the role even without the experience prerequisite.

KNOWLEDGE:


2. Knowledge of basic mathematics.

SKILLS:

1. Skill in computer programs, spreadsheets and applications (particularly Microsoft Excel and other Microsoft Office products).

2. Skill in using a calculator.

ABILITIES:

1. Ability to understand and interpret policies and regulations.

2. Ability to prepare documents in response to complaints and inquiries.

3. Ability to examine documents for accuracy and completeness.
4. Ability to communicate effectively and work with others.

**PHYSICAL/MENTAL DEMANDS:** Requires sitting and standing associated with a normal office environment. Manual dexterity using calculator and computer keyboard.

**ENVIRONMENTAL/WORKING CONDITIONS:** Normal office environment.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.

**COMPENSATION PACKAGE:**
- Full-time benefits-eligible position of 40 hrs per week
- Competitive pay
- Strong benefits package (healthcare coverage, 401K, other benefits)
- Flexible PTO accrual
- Bonus eligible

**CONTACT:**
Apply @ mmclinic.com | careers portal via requisition #171 and send a copy of résumé to mstearns@mmclinic.com

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