PAYROLL COORDINATOR with large physician-owned, multi-specialty medical clinic in Murfreesboro, TN

Great opportunity for an experienced payroll coordinator or an exceptional recent accounting graduate in the accounting office of a well-established, highly-respected healthcare organization in the Medical Center area of Murfreesboro, TN.

Job Duties:
- Have primary responsibility for preparing, executing, and managing the payroll-related tasks of an organization with 600+ employees.
- 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.
- Assist the Chief Financial Officer and the Senior Accountant with researching payroll-related questions and issues and providing clear, comprehensive responses to those questions.
- Assist the Chief Financial Officer and the Senior Accountant with other accounting & administrative duties related to the recurring month-end closeout process.
- Process the paperwork, journal entries, and check printing for recurring patient refund tasks.
- Other accounting & administrative-type duties, as needed.

Knowledge, Skills, and Abilities:
- B.A. or B.S., with major or minor in Accounting, is preferred.
- At least 1-2 years of experience is preferred, preferably with payroll tasks in medium-to-large organizations. However, exceptional recent graduates or upper-level working students with a major or minor in accounting will be strongly considered for the role even without the experience prerequisite.
- General ledger / journal experience, month-end closing experience, and standard financial reports experience are preferred.
- Experience with Microsoft Excel is required; experience with an enterprise-level integrated accounting system ERP is preferred; experience with SAGE100 ERP (MAS90) is specifically preferred.
- Ability to work in a small, close-knit team environment, where a good attitude and clear communication skills are critical to the overall success of the accounting team, is required.
- Healthcare and/or medical group experience are preferred.

Compensation Package:
- Full-time, benefits-eligible position of 40 hrs per week
- Competitive pay
- Strong benefits package (healthcare coverage, 401K matching, profit-sharing, other benefits)
- Flexible PTO accrual
- Bonus eligible

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To apply, contact:
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