

## JOB DESCRIPTION

**TITLE OF POSITION: PAYROLL/BILLING/RECEIVABLES CLERK**

**TITLE OF IMMEDIATE SUPERVISOR: PAYROLL/BILLING/RECEIVABLES  
MANAGER**

**RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED**

<b>DUTIES OF POSITION</b>
Assists the Payroll/Billing/Receivables Manager in all aspects of payroll and billing

<b>POSITION RESPONSIBILITIES</b>
1. Prepares and submits payroll and billing
2. Assists with accounts receivable and collection activity
3. Compiles and completes all statistical reports as requested by the Manager
4. Prepares and submits cash receipt reports, employee invoices, and mileage sheets
5. Compiles and completes client visit log on a weekly basis
6. Compiles and completes monthly visit report
7. Prepares and submits supply lists for billing
8. Performs other duties as assigned by the Manager

<b>JOB CONDITIONS</b>
1. Position is stressful in terms of meeting deadlines.
2. It is primarily a desk job which essentially involves sitting, standing, stooping and walking, as well as an inordinate amount of telephone communication.
3. It requires minimal lifting of office records and printouts.
4. The ability to read 12 point and larger type is required.
5. One must be able to hear adequately on the telephone with no more than an amplifier and be able to communicate both verbally and in writing.

<b>EQUIPMENT OPERATION</b>
The job requires the ability to utilize a PC, calculator, multi-line telephone, and other related office equipment.
<b>COMPANY INFORMATION</b>
Has access to all client financial accounts, personnel records, which may be discussed with all management staff, including Board of Directors

<b>QUALIFICATIONS</b>
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| 1. High school diploma or equivalent                   |
| 2. Minimum of one year experience in bookkeeping       |
| 3. Must be able to handle heavy telephone work         |
| 4. Must be able to type 40 words per minute accurately |
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<b>ACKNOWLEDGMENT</b>
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<b>Employee Signature</b>	<b>Date</b>