

Modoc Medical Center

JOB ANNOUNCEMENT

**FINAL FILING
DATE:**
Open Until Filled

**ACCOUNTING TECH
Full Time**

WAGE RATE:
\$19.68 - \$29.77 per hour
Dependent on Experience

Modoc Medical Center is accepting applications for a Full Time benefit eligible Accounting Tech-Payroll in the Accounting Department whose primary responsibilities will be **PAYROLL**. This Accounting Tech's primary responsibilities will be the processing of the bi-weekly **payroll**. Additional duties will include performing accounting tasks and processing accounting data related to the general ledger, Accounts Payable, Accounts Receivable as well as assisting with month-end closing and quarterly and annual reporting.

Duties Include: (but not limited to):

- **Processing bi-weekly payroll.**
- Assists with reconciliation of general ledger accounts.
- Reviews documents and transactions for accuracy and to identify errors.
- Processes accounting data according to Hospital guidelines.
- Generates and reviews reports as needed and distributes them as appropriate.
- Train to back fill account payable.
- Researches and responds to **Payroll** questions from departments and vendors.
- Assists with annual financial audit as directed.
- Performs additional duties as requested.

Professional Requirements:

- High school graduate with minimum of 2 years previous experience in Accounting (Payroll, A/P, Receivables) in general office setting.
- Excellent command of Microsoft Excel application.
- Working knowledge of Paycom is preferred.

Application Process:

Interested candidates may apply on-line at www.modocmedicalcenter.org or through an application available in Human Resources at Modoc Medical Center.

Modoc Medical Center - Human Resource Department PO Box 190 – Alturas, CA 96101