



# ALLEGHENY

## Reproductive Health Center

| 5910 Kirkwood Street | Pittsburgh PA 15206 | 412-661-8811 | [www.alleghenyreproductive.com](http://www.alleghenyreproductive.com) |

|                                       |                        |                       |              |
|---------------------------------------|------------------------|-----------------------|--------------|
| <b>Job Title:</b>                     | <b>Bookkeeper</b>      | <b>Job Category:</b>  | Staff/Exempt |
| <b>Hourly Rate/<br/>Salary Range:</b> | \$18 to \$ 23 per hour | <b>Position Type:</b> | F/T          |

### General Summary:

The Bookkeeper position handles the fundamental aspects of Allegheny Reproductive Health Center's (ARHC) financial record keeping. This position is in charge of updating all financial records of the company. This position is responsible for both accounts payable and receivable along with all payroll and bank account management and reconciliation tasks. The successful candidate should have previous experience as a bookkeeper and be proficient in QuickBooks or an equivalent accounting software. Experience in a business or medical office environment is preferred.

### Principal Duties and Responsibilities:

- Review payable invoices, verify payments, and file accordingly. Process accounts payable and receivable
- Communicate and coordinate effectively with the Owner, Accountant, Medical Biller, vendors and company staff in all company financial matters
- Determine monthly payment amounts for physicians (for procedures and ACA calls), CRNAs, consultants and the Allegheny Reproductive Health Contribution Fund.
- Process checks
- Understand ledgers
- Prepares staff payroll using ARHC's designated accounting software ADP
- Record day to day financial transactions and complete the posting process
- Reconcile bank accounts at the end of each month
- Maintain credit card and petty cash accounts and record of expenditures
- Process financial transactions and reports
- Prepares and submits tax related reports to the required authorities in a timely manner
- Supports company operations by maintaining office systems, lay-outs, equipment and supply procurement
- Organizes/coordinates staff training for use of office systems and equipment, as needed.
- Maintains office services by organizing office operations and procedures, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions
- Works closely with IT to troubleshoot computer system issues and coordinate staff IT support
- Assists in defining procedures for retention, protection, retrieval, transfer, and disposal of corporate records
- Designs and implements office policies by establishing standards and procedures, measuring results and making necessary adjustments
- Keeps management informed by reviewing and analyzing special reports, summarizing information and identifying trends
- Assists with financial objectives by preparing an annual budget, reviewing expenditures, analyzing variances, and initiating corrective actions

Any other duties as assigned by the supervisor

**Skills/Qualifications:**

- Associate Degree or higher in accounting or business, preferred, or High School diploma or equivalent with supplemental courses or certifications in accounting, computer software (i.e. Excel, Word), office management
- At least two – three years bookkeeping/office management experience within a business or office environment
- Proficient with bookkeeping and generally accepted principles of accounting
- Proficient in the use of computer systems and software
- Knowledge of QuickBooks, ADP payroll system and EHR software
- Excellent communication skills, both verbal and written
- Attention to detail and accuracy of work
- Able to prepare, review and understand a financial statement
- Able to work independently and within a team setting
- Ability to take instructions and guidance from others
- Excellent analytical, problem-solving and judgement skills
- Ability to be self-motivated, as well as take instruction and guidance from others.

**Working Conditions:**

Employees will interact with a variety of people of various ages, experience, and points of reference. Employees may also expect to encounter individuals who are strongly anti-abortion and may verbally harass or possibly threaten employees and/or patients. Possible exposure to contaminated specimens and other conditions associated with a health center environment. Patients may be experiencing emotional stress which may result in ambivalent behavior.