
Accounting/Payroll Clerk

SPAULDING CLINICAL aims to be the clinical research organization by which all others are measured. Pioneering in our approach to redefining how the industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking *research beyond results* to create a marketplace of safer drugs.

Original Date: 07 May 2019

Position Reports To: Controller

Job Summary:

As the Accounting/Payroll Clerk for Spaulding Clinical, you will be responsible for all aspects of payroll, including but not limited to, time and attendance tracking, payroll submission, unemployment forms, and payroll reporting. This role will also be responsible for certain aspects of the Accounts Payable process including processing invoices and vendor payments. The Accounting/Payroll Clerk will work closely with the Controller and other members of the finance department to ensure quality and accuracy of the job responsibilities.

Essential Duties and Responsibilities:

- Process bi-weekly payroll timely and accurately, including reviewing time cards and employee deductions
- Compile, maintain, and accurately file garnishments, unemployment, retirement funds, and other payroll related items
- Create and distribute payroll reporting and analytics to appropriate managers
- Assist in month-end close process, including reconciliations of Accounts Payable and Payroll related general ledger accounts
- Process general journal entries as required for accounts payable and payroll
- Preparation of the payroll accruals as needed
- Participate in the year-end close process by preparing reports and detailed information for the auditors
- Process vendor invoices by means of a 3-way matching including reviewing invoices and coding operating invoices to proper general ledger account
- Prepare reports for all external audits throughout the year
- Process and record all vendor and subject payments timely and accurately
- Assist the Controller and Finance Staff in any projects as necessary

The Statements made in the job description are intended to describe the general nature and level of work being performed by people assigned to this job. These statements are not

intended to be an exhaustive list of all responsibilities, duties and skills required of people assigned to this job.

Skills/Qualifications:

- Ability to read, write, and interpret the English language.
 - Demonstrates attention to detail and accuracy.
 - Possesses strong written and verbal communication skills.
 - Work well in a team environment.
 - Knowledge of GAAP.
 - Ability to work effectively in a fast-paced, deadline-driven environment that requires the management of multiple projects at one time.
 - Analytical skills, strong creative and conceptual thinking, and problem-solving skills.
 - Good computer skills; inclination to adopt technology to maximize efficiency.
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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel.
 - Ability to lift and/or move up to 25 pounds.
 - Specific vision abilities required by this job include clarity of vision both near and far.
 - Ability to identify and distinguish colors.
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Hazards:

- Potential for exposure to toxic or caustic chemicals
 - Potential for exposure to blood borne pathogens
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Education and Experience:

- Knowledge of general accounting procedures
 - Associates' Degree in accounting
 - 1-3 years of payroll experience
 - 1-3 years of experience within general accounting preferred
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Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.

This is to acknowledge that I have read and understand the above job description. This copy supersedes any others previously distributed. I further understand that Spaulding Clinical may change, add or delete any essential duties and responsibilities described at its discretion with or without prior notice.

Employee Name (Printed)

Employee Signature

Date