



Bookkeeper and Payroll Clerk
Job Description

Mission Statement:

Humanidad's mission is to strengthen the lives of the Latinx community by increasing access and utilization of community mental health resources. We transcend barriers and reduce stigma by providing culturally proficient therapist training, inclusive community education, and bilingual therapy services.

Core Values:

Compassion – We serve our community with commitment and dedication.

Culture – We respect and honor all cultures.

Integrity – We take great pride in providing high quality services.

Heart-Driven – We do the work because we love the work.

Who We Are:

Humanidad is a Mental Health Therapy agency. Humanidad has a Marriage Family Therapist Training and Education Programs in Santa Rosa. We work with much of the Latinx community throughout Sonoma County. In 2016 we were awarded a California Department of Public Health Disparity Act Grant and are preparing to incorporate their requirements into our day-to-day business.

We work together in the style of mentorship and much of what we do is collaborative. If you are interested in being a part of a rich and creative learning environment, have a passion for cultural equity and proficiency, and are happy to work independently as well as a part of a team-we want to hear from you!

Hours: Full time (40 hours per week)

Reports to: Executive Director

Compensation: \$30- \$37 Based on experience

Exempt: No

Summary of the position

The Bookkeeper and Payroll Clerk will maintain our financial records, including, receipts and payments. Ultimately, the Bookkeeper and Payroll Clerk responsibilities are to accurately record all day-to-day financial transactions of our agency and to process payroll.

Supervisory Responsibilities:

- None.

Essential Job Duties/Responsibilities:

- Records numerical and financial data to produce financial records.
- Ensures financial data is entered correctly and accurately.
- Enters journal entries to debit and credit the company's accounts.
- Generates accounting and audit reports for cash receipts, accounts payable and receivable, expenditures, and profits and losses.



- Reconciles and reports differences or issues found in financial records.
- Balance and maintain accurate ledgers bank accounts
- Track insurance carrier invoices for timeliness and accuracy. Coordinate appropriate billing to clients.
- Coordinate bank deposits and report financial results on a regular basis to management
- Monitor office expenses and tally and enter cash receipts
- Pay vendor invoices and track bank account balances
- Develop monthly financial statements, including cash flow, profit and loss statements and balance sheets
- Accounts Receivable collections including tracking of Notices of Cancellation
- Maintaining records for and renewal of licenses
- Assist in completing the accounting information needed for Workers compensation insurance policies, Health Insurance renewals and other company policies.
- Administrative record keeping and follow up as needed.
- Record financial transactions, reconcile bank statements and record keeping for 3 related entities on Quickbooks, Theranest and similar systems.
- Performs other related duties as assigned.

Payroll Duties:

- Report payroll to payroll service, ensure accuracy, arrange for appropriate bank transfers and enter data in accounting software
- Enters, maintains, and/or processes information in the payroll system; information may include employees hourly rates, salaries, other compensation, time worked, paid leave and holidays, deductions and withholding, address changes, and other information.
- Ensures proper processing of payroll deductions for taxes, benefits, and other deductions.
- Reconciles payroll to the general ledger and monthly bank statements.
- Issues, or reissues, physical or replacement checks or direct deposits due to payroll errors or final discharge.
- Records and processes federal and state payroll tax deposits.
- Other duties as assigned.

Required Skills/Abilities:

- Knowledge of generally accepted accounting principles (GAAP) and financial data analysis.
- Ability to use accounting software to record, store, and analyze financial data.
- Ability to use Theranest system/billing system.
- Ability to efficiently operate a 10-key calculator or equivalent and other related office equipment.
- Proficient in Microsoft Office Suite, Google docs, Google sheets or similar software.
- Knowledge of administrative and clerical procedures.
- Excellent written and oral communication skills.

Education and Experience:

- High school diploma or GED; Associate's degree with accounting/bookkeeping coursework preferred.
- At least three years of bookkeeping experience required, preferably in the non-profit field.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.



- Must be able to lift up to 15 pounds at a time.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work environment

Work office setting the voice level is moderate.

Physical demands

Prolonged periods of sitting at a desk and working on a computer.

Must be able to lift up to 25 pounds at times.

We are an Equal Opportunity Employer that is committed to inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other legally protected characteristics.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.