



RAWLINS COUNTY  
**Dental Clinic**

## **Human Resources & Financial Entry**

### Job Description

The employee reports directly to the management team/CEO

**Overview:** The employee handles day-to-day human relations, benefit administration for employees, data entry, accounts payable, internal collections, and supports management and CEO while promoting Rawlins County Dental Clinic's mission, vision, and core values.

#### **Skills/Abilities:**

- Attention to detail
- Exceptional interpersonal skills and conflict management
- Communication skills, both written and verbal
- Ability to work and stay on task without supervision
- Critical thinking skills, resourcefulness, and problem solving skills
- Ability to work in a fast-paced environment

#### **Specific Duties:**

- HR
  - Posts job openings, receives applications, and works with hiring manager
  - Interviewing potential candidates, may create offer letters
  - Onboarding new employees
  - Facilitates performance reviews across departments with managers
  - Manages employee education and training requirements
  - Personnel file management
  - May serve as liaison with recruitment companies for certain positions
- Benefit Administration
  - Maintains enrollments for employees for medical insurance, dental insurance, group term life insurance, retirement contributions, and supplemental coverages
  - Tracks employee hours for benefit eligibility
  - Enrolls new employees and terminates benefits as required for employment terminations and/or change in employment status
  - Facilitates open enrollment
- Payroll
  - Generates and reviews timesheets biweekly for payroll
  - Obtains employee approval on timesheets in a timely manner
  - Inputs employee information including but not limited to: W-4s, K-4s, direct deposit information, I-9 verification
  - Meticulously enters payroll information such as hours worked, paid time off, holiday hours, etc.
  - Inputs retirement contributions for both employee deductions and employer contributions.

- Financial Data Entry
  - Enters bills, ACH payments, and credit card expenditures into Quickbooks weekly and/or as directed with bill pay schedule
  - Generates account payable reports for CEO
  - Cut checks per board approval and obtains signatures for checks
  - Delivers in town payments and mails bill payments in a timely manner
  - *Opportunity to also learn Accounts Receivable in future*
- Internal Collections
  - Generates delinquent account reports from clinic software.
  - Follows clinic policy in collection attempts via phone calls, texts, and/or letters
  - Prepares accounts and sends them to external collection agency
  - Serves as main contact for external collection agency
  - Reports payments received by RCDC for collection accounts to external agency
  - Inputs monthly payments received by agency for RCDC
- Conduct
  - Complies with employee handbook
  - Stays busy and finds things to do in downtime (e.g. helps in other areas of the office, answers phones, assists front desk, reports to supervisor for additional duties, etc.)
  - Maintains kind and courteous demeanor with patients and co-workers
  - Actively participates in staff meetings and discussions
  - Commitment to continuing education, profession, and personal development
  - Has a team mindset and productively works to foster and maintain team environment
  - Actively contributes to day-to-day problem solving
- ***Other duties as assigned***

**Requirements:**

- High School Diploma OR equivalent
- *Preferred:* 2 years relevant experience OR higher education in applicable fields

*This job description is subject to change with or without notice and serves as a general outline **NOT** a comprehensive list of duties and requirements.*