**Pine Run**, owned by Doylestown Hospital, is a continuing care retirement community located on 43-acres in Doylestown.  We are currently hiring a **Sr. Accountant / Payroll Administrator**.

**This high profile position is responsible for:**

* Reviewing timecards and related payroll data; submitting bi-weekly payroll for processing and reviewing payroll before finalization/posting. This includes all financial calculations related to payroll
* Ensuring that all voluntary withholdings are remitted to the appropriate agency
* Reconciling annual W-2 forms before release to employees
* Review and auditing of company Paid Time Off and 403b Retirement Plan
* Interfacing general ledger transactions from the payroll system to the general ledger system
* Ensuring that all pay types are treated properly from a payroll tax standpoint
* Complete various tasks associated with the monthly General Ledger Accounting support and assistance to the Controller in preparation of the organization’s monthly financial statements through the recording of financial and statistical transactions.
* Recording of data, identifying and reconciling discrepancies, errors and other accounting irregularities, as well as providing audit support for annual or more frequent financial, Medicare, Medicaid or other audits that may be undertaken.
* Review sub-ledger transaction entries for accuracy as part of monthly financial statement review
* Prepare journal entries to accurately reflect monthly financial and statistical transactions

**Qualifications:**

* Bachelor’s degree in Business Administration/Finance is required; Accounting degree preferred
* Certified Payroll Professional is preferred
  + - 1. Ability to understand, analyze and reconcile interface transactions between sub-leger and general ledger systems.
* Three plus years in a professional accounting position, public or private industry is preferred
* Working knowledge of Sage or similar financial accounting software is required
* Experience with resident/patient software such as ECS is preferred
* Strong working knowledge of Kronos timekeeping or ADP Payroll is desired

**What we offer:**

* Comprehensive Health Plan
* Paid Time Off
* Free Coffee
* Free access to workout facility
* Retirement savings plan with company match
* Employee Discounts at various retailers
* Tuition Reimbursement
* Employee Assistance Plan

EOE

To apply contact: Denise Zavalis [dzavalis@pinerun.org](mailto:dzavalis@pinerun.org)