YORK REGIONAL EMERGENCY MEDICAL SERVICES INC.

Position: Bookkeeper
Reports To: EMS Chief
Employees Supervised/Directed: None
FLSA: Non-Exempt
Created: January 1, 2011
Revised: January 1, 2014

General Duties and Responsibilities:

- Maintains a record of financial transactions for the Company using a calculator and QuickBooks software.
- Verifies, allocates, and posts details of business transactions to subsidiary accounts from documents, such as sales slips, invoices, receipts, check stubs, and computer printouts.
- Reconciles all bank accounts monthly. Compiles reports to show statistics, such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of the Company.
- Processes and prepares payroll, arranges electronic transfer of payroll, and electronically disseminates employee pay-stubs.
- Prepares all Federal, State and Local withholding, tax reports.
- Tracks employee's paid time off (PTO).
- Assures payroll taxes are paid in a timely manner.
- Assists the EMS Chief in all matters related to human resources, including employee benefits, processing new hires and the retirement plan.
- Maintains all professional requirements as outlined below, as a condition of employment.
- Displays professional conduct while acting on behalf of the Company.
- Ensures the cleanliness of assigned work-space.
- Completes an electronic time card to indicate dates/hours worked; falsification of the employees' electronic time card will be grounds for immediate dismissal.
- Completes other duties as assigned by the EMS Chief.

Physical Requirements: Position requires incumbent to stand, walk, bend, twist, sit, kneel, climb, balance, reach, push, pull and grasp. The position may also involve driving or riding in an automobile and exposure to inclement weather. The incumbent must successfully pass a medical evaluation and urine drug screening administered by a qualified occupational health provider (at the cost of the employer).

Professional Requirements: The incumbent must hold an unexpired/unrestricted Pennsylvania (or equivalent) class C drivers' license, possess a high-school diploma or GED, and be at least 21 years of age. The incumbent must also possess at least two years of verifiable book-keeping experience using QuickBooks software and be well versed in the use of the Microsoft Office Suite. Designation as a Certified Bookkeeper by the American Institute of Professional Bookkeepers is preferred. An associate's degree in business administration, accounting, or a related field is also preferred.

ACKNOWLEDGMENT

I, _____, have read this position description in its entirety and I fully understand the expectations, requirements and hazards associated with this position. I understand that the job description and duties are subject to change at the discretion of the Company. I also understand that if employed by the Company, I am employed as an at-will employee and that the Company or 1 may terminate the employment relationship at any time, without notice, for any lawful reason.

_____ _____

Signature of Incumbent Date