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White Stone Healthcare Resources, LLC, is a Service-Disabled Veteran-Owned Small Business (SDVOSB) certified by the VA. We have provided clinical staffing to the Department of Defense, VA, the Indian Health Service, and private industry since 2004. We differentiate ourselves by our responsiveness, our focus on employee satisfaction, and unsurpassed customer service to both employees and clients. We invite you to visit our website (www.whitestoneLLC.com) and read our [Google reviews](#) that provide insight into our company.

To apply for this job: Carefully read the details of this job posting. If you feel, with your skills and experience, you would perform well in this position, respond to this post by submitting your resume through our website. Be sure your resume contains your **1) email address** and **2) phone number**.

If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process, or are limited in the ability or unable to access or use this application process and need an alternative method for applying, you may contact Ruth at rsherred@whitestoneLLC.com for assistance.

Payroll/Invoicing Specialist (Small Business), Chanhassen, MN

CRITICAL TO KNOW

Job Overview: The Payroll/Invoicing Specialist reports directly to White Stone Healthcare Resources' (White Stone's) Bookkeeper-Human Resources (HR) Specialist. The Payroll/Invoicing Specialist primarily supports the Bookkeeper-HR Specialist but also the Chief Operating Officer and the Chief Human Resources Officer as directed by the Bookkeeper-HR Specialist. The Payroll/Invoicing Specialist works remotely and attends regular corporate staff meetings in Chanhassen, MN.

Job Type: Full-Time Permanent (40 hours per week)

Job Location: Remote with regular meetings in Chanhassen, MN

Compensation: \$50,000/yr. + approx. \$9,500 Benefits

Benefits: Medical, dental, vision; Accidental Death & Dismemberment (AD&D); short- and long-term disability; life insurance; 401K plan with employer contributions, PTO, Sick Time, and more.

REQ ID #: COR-21-00026

JOB QUALIFICATIONS

Successful applicants for Payroll/Invoicing Specialist shall have the following qualifications:

- **Mandatory:** Integrity, ethics, commitment, reliability
- **Mandatory:** Comprehension of and practice of superior customer service
- **Mandatory:** Fluency with Excel spreadsheets (experience with pivot tables, etc.)
- Preferred: Bachelors degree in Accounting, Business, or related field
- Preferred: Background in healthcare industry
- Preferred: Experience with federal contracting
- Strong working knowledge of payroll procedures
- Preferred: Familiarity with Paychex payroll functions
- Min. 5 years successful track record as a Payroll/Invoicing Specialist
- Exceptional organizational and time management skills
- Predisposition to multi-tasking
- Uncommon attention to detail
- Superior communication and interpersonal skills
- Capacity to develop and foster trusting relationships
- Superior customer service skills
- Aptitude for critical thinking, problem solving, and decision making
- Proficient in Microsoft Office – Word, PowerPoint, Excel, Outlook
- Adept with complex software platforms
- Proven collaboration skills
- Ability to handle sensitive situations and uphold confidentiality
- Willing to work occasional weekends or evenings during busy recruiting seasons
- Fully vaccinated for COVID, or able to present documentation showing medical exemption or exemption for sincerely held religious belief, practice, or observance.

ESSENTIAL FUNCTIONS

Under the direction of the Bookkeeper-HR Specialist, the Payroll/Invoicing Specialist assists with:

- Payroll
- Invoicing, tracking and collecting receivables, and payables
- Quarterly contract performance analysis

- Quarterly and annual financial statements
- Expense Reports/Payables
- Recruiting as needed (checking references, producing offer letters)
- Onboarding new hires to include background checks and Forms I-9
- Employee team meetings and taking minutes
- Time and attendance records
- Communication to employees
- Employee records/files and Employee Roster
- Compliance of employee files and records
- Employee credentials and licensures as required by contract
- Employee compensation (merit raises, cost of living increases, Health & Welfare benefits under the Service Contract Act)
- State business registrations and excise taxes
- Employee Handbook
- HR needs as required by contracts
- Updating information in Paychex and other vendor platforms
- Offboarding employees
- Administrative Assistant duties

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regular attendance required
- Prolonged sitting
- Moderate stress
- Position may require long hours and weekend work during critical deadlines
- Prolonged telephone use
- Prolonged work on a PC/Computer

DISCLAIMER

Cooperative, positive, courteous, and professional behavior and conduct is an essential function of every position. All employees must be able to work with others beyond giving and receiving instructions. This includes getting along with co-workers, peers, and management without exhibiting behavior extremes. Job functions may require personal leadership skills such as conflict resolution, negotiating, instructing, persuading, speaking with others, as well as

responding appropriately to job performance feedback from the supervisor. Additionally, the information contained in this job description has been designated to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.