

***White Stone Healthcare Resources is an Equal Opportunity Employer and E-Verify participant that recruits and hires qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status.***

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](http://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](mailto:rsherred@whitestoneLLC.com) for assistance.*

## **Finance Specialist (Small Business), Chanhassen, MN**

### **CRITICAL TO KNOW**

**Job Overview:** The Finance Specialist is a key corporate staff member of White Stone Healthcare Resources (White Stone), a small business located in Chanhassen, MN. This position reports directly to White Stone's Chief Operating Officer. The Finance Specialist supports the Chief Operating Officer and the Chief Human Resources Officer. The Finance Specialist works remotely and attends regular corporate staff meetings in Chanhassen, MN. **ONLY LOCAL CANDIDATES WILL BE CONSIDERED. NO OUT-OF-STATE APPLICANTS, PLEASE.**

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

**Job Location:** Remote with weekly meetings in Chanhassen, MN

**Compensation: \$24.00 - \$28.85 per hour**

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

**REQ ID #: COR-21-00026**

### **JOB QUALIFICATIONS**

The job qualifications for the Payroll/Invoicing Specialist are as follows:

- **Only local candidates considered. No out-of-state candidates, please**
- **Preferred:** Bachelors degree in Accounting, Business, or related field
- **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:** Background in healthcare industry
- **Preferred:** Experience with federal contracting
- **Preferred:** Familiarity with Paychex payroll functions
- Proven working knowledge of payroll procedures
- Min. 2 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
- 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**

- Oversees payroll.
- Spearheads Invoicing, tracking and collecting receivables, and payables.
- Maintains quarterly contract performance analysis.
- Generates quarterly and annual financial statements.
- Generates Expense Reports/Payables.

- Assists with onboarding new hires to include background checks and Forms I-9 as needed.
- Participates in New Hire Orientation.
- Participates in employee team meetings and collaborates with HR Specialist to produce minutes.
- Oversees collection and reconciliation of Time & Attendance records.
- Produces appropriate communication to employees.
- Serves as Point of Contact for employee timesheets and payroll inquiries. Responsible for compliance of White Stone 401K.
- Tracks employee compensation (merit raises, cost of living increases, Health & Welfare benefits under the Service Contract Act).
- Responsible for State business registrations, reports, fees, and excise taxes.
- Assists with policy development as needed.
- Assists in fulfillment of finance needs as required by contracts.
- Collaborates with HR Specialist to maintain and update information in Paychex and other vendor platforms.
- Supports offboarding employees as needed.
- Administrative duties as needed.

### **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.