|  |  |  |
| --- | --- | --- |
| JOB TITLE |  |  |
| DEPARTMENT |  |  |
| REPORTS TO |  |  | Title |  |
| DATE |  |  |  |  |
| FUNCTION |
| 2nd level position where individual’s primary responsibility is to act as a primary payroll and collections for the branch as well as backup support with regards to the overflow of all outlined areas stated below. This includes but may not be limited to answering phones, assisting customers with orders for jobs, answering temporary workers questions and taking their applications. This position will require a high level of responsibility and accounting back ground to handle daily monetary operations. Must also be flexible and organized in a fast paced environment and able to exercise good judgment when handling customer service and temporary workers.  |
| General Responsibilities - Time |
| 1. **High – 50% or more**
 | 1. **Significant – more than 25%**
 | 1. **Moderate – Between 10% and 25%**
 | 1. **Minimal – 10% or less**
 |
| **Answer telephone** and provide routine information to caller, or direct caller to appropriate person. Assist with customer calls, taking job orders and general work order information or customer file information. Address potential workers’ questions with regards to employment. | [x]  **1** [ ]  2 [ ]  3 [ ]  4 |
| **Assist new applicants** with employment process answering all questions with regards to working with ACR and ask all potential workers ACR’s qualifying questions. Maintains level of authority with workers to monitor, resolve, or direct complaints, problems, injuries or terminations as need dictates. | [x]  **1** [ ]  2 [ ]  3 [ ]  4 |
| **Assist with dispatching** activities, selecting worker for job assignment, detailing and communicating duties to selected worker. Making sure all job related information is entered in the system and communicated to the worker PO job numbers.  | [ ]  1 2 X **3**  [ ]  4 |
| **Risk management:** Investigate, create, file, and maintain workers comp claims; Monitor open claims communicating with Insurance Claim Adjusters, Brokers and employees. Follow up with Doctors and or medical facilities to ensure the well being of the employees while maintaining the integrity of the claims.**Request and maintain Insurance Certificates for clients**   | **X**  **1**  2 [ ]  3 [ ]  4 |
| **Reports:****Client Reports;** Handle Collections, Payroll, and Hire reports (as well as any other report requested by the clients), and email these reports to the client weekly. **Unemployment Reports**: Investigate, file and maintain Unemployment claims verifying accuracy of the claims.**SimTax WOTC Reports**: Ensure 8810 forms are given to all new employees by the recruiters, collect the complete 8810 forms and create a report of qualified employees and email it to the SimTax representative on a weekly basis. All original 8810 forms must be mailed to SimTax on a monthly basis.  send it to for new  | X 1 [ ]  2 [x]  3 [ ]  4 |
| **Lien & Waivers** Filing 20 days preliminary notice on all new job sites within 48 hours of the first AZCR employee arriving on the job, signing and keeping records of pre lien releases waivers to clients. | [ ]  1 X 2 [x]  3 [ ]  4 |
| **Payroll:** Assist Accounts Payable with time cards, collections, and check distribution and authorize time cards from the client for every check process,I**nvoicing**: Assist Accounts Payable by maintaining weekly payroll files, matching scanning and emailing invoices to the clients.  | [ ]  1 X 2 [x]  3 [ ]  4 |
| **Employees References**; respond to all information requests from the state or Federal agencies regarding single or multiple employees as well as employees or vendors references requested.  | [ ]  1 **X** 2 [ ]  3 [ ]  **4** |
| ON Call Duty: Participate in the rotation of the on call phone and any other duties as assigned by supervisor. | [ ]  1 [ ]  2 [ ]  3 [x]  **4** |