



**MORRISTOWN – HAMBLLEN
EMERGENCY MEDICAL SERVICE
(423) 587-3280 FAX (423) 585- 2729
SERVING THE COMMUNITY SINCE 1985**

Payroll and Accounts Payable Coordinator

Morristown-Hamblen EMS is accepting applications for a full-time Payroll and Accounts Payable Coordinator. MHEMS is a nonprofit organization providing emergency ambulance service to Morristown and Hamblen County.

This position is primarily responsible for accounts payable and payroll preparation. The successful candidate must be accurate, dependable, trustworthy, professional, and capable of handling confidential financial, employee, and patient-related information.

Primary responsibilities include:

- Receiving, reviewing, coding, and entering invoices
- Preparing accounts payable transactions and maintaining vendor records
- Calculating and verifying employee hours for payroll
- Reviewing time records for accuracy and resolving discrepancies
- Maintaining accurate financial and payroll documentation
- Working in QuickBooks and assisting with the organization's transition from Sage to QuickBooks
- Assisting the outside accountant with monthly and year-end financial records
- Maintaining organized electronic and paper records
- Assisting with workers' compensation and post-accident documentation
- Coordinating appropriate employment matters with the organization's outside HR consultant
- Cross-training in EMS billing procedures and applicable Medicare ambulance-billing requirements
- Performing notarial services after appointment as a Tennessee notary
- Performing other related administrative duties as assigned

Required qualifications:

- Ability to protect confidential information (HIPAA)
- Demonstrated experience with accounts payable, bookkeeping, or payroll
- Proficiency in QuickBooks
- Ability to accurately calculate employee hours and review payroll records
- Working knowledge of Microsoft Excel, email, and electronic document management
- Strong attention to detail and organizational ability
- Professional written and verbal communication skills
- Ability to work respectfully with employees, vendors, patients, and members of the public
- Willingness to learn EMS billing and applicable Medicare requirements



**MORRISTOWN – HAMBLEN
EMERGENCY MEDICAL SERVICE
(423) 587-3280 FAX (423) 585- 2729
SERVING THE COMMUNITY SINCE 1985**

Preferred qualifications:

- Experience with Sage accounting software
- Experience with nonprofit accounting
- Experience in healthcare or ambulance billing
- Familiarity with workers' compensation or human-resources administration
- Associate degree in accounting, business administration, or a related field
- Current Tennessee notary commission

A current notary commission is preferred but not required. The selected employee must be willing and eligible to obtain a Tennessee notary commission within a reasonable period after employment.

Schedule: Monday-Friday 0800-1700hrs

Compensation: \$21–\$24 per hour, depending on relevant experience and demonstrated skills, with an associate's degree preferred and equivalent experience accepted.

Benefits:

- **Health insurance:** MHEMS pays 70% of health insurance premiums, including family coverage; employees pay the remaining 30%.
- **Retirement:** A 2% employer contribution to a SIMPLE IRA established through Edward Jones, subject to plan eligibility requirements.
- **Paid vacation:** 40 hours of paid vacation after one year of employment.
- **Paid holidays:** Nine paid holidays annually.
- **Paid sick leave:** Accrues at four hours per month beginning after six months of employment.
- **Life insurance:** \$50,000 in company-paid life insurance.
- **Cell phone stipend:** \$46 per month.

Applicants should email a résumé, brief cover letter, and three professional references to careers@mhems.com by **October 2nd, 2026** Please place "Payroll and Accounts Payable Coordinator" in the subject line.

Final candidates will be required to complete job-related skills testing, employment verification, reference checks, and an appropriate background-screening process.

Morristown-Hamblen EMS is an equal opportunity and drug free workplace employer.