



Title: Payroll Coordinator/Staff Accountant

Classification: Full-Time, Non-Exempt

Reports To: Controller

Summary

Member of the Accounting and Finance team that will ensure accurate processing and recording of company's payroll, provide timely and accurate financial information, and will facilitate data entry into ADP Payroll processing system. This position will also work directly with the general ledger system not just for payroll but as support to the department for routine tasks and especially during peak time or during month end.

The position includes Payroll and Benefits preparation and processing as well as standard accounting and reconciliation duties. We are working toward automation of payroll tasks being done manually via Excel. Tech savvy skills will be of great value to the Association as we work to save time and effort in order to produce accurate month end financials quickly.

Specific Duties and Areas of Responsibility

Payroll

- Responsible for payroll of 35-40 employees semi-monthly; manage workflow to ensure all payroll transactions are processed accurately and timely; looking to move to bi-weekly in the next 6-12 Months
- Review and verify supporting documents submitted before entering data related to new hires, employee changes, and voluntary deductions in the payroll system
- Ensure benefit allocations are entered and initiated accurately in ADP, i.e. 401k, FSA, healthcare, etc. and third party benefit vendors
- Serve as primary contact for ADP Payroll, our service provider
- Oversight and maintenance of ADP integrated time and attendance system for approx. 5 non-exempt staff
- Enter and track vacation, sick time and other paid/unpaid time off requests;
- Develop and implement an automated process for all time off requests via ADP
- Knowledge of wage and hour laws; understand proper taxation of employer paid benefits is required
- Calculate new hire pay, termination pay, and any required adjustment to normal pay
- Processing of manual checks such as terminations and discrepancies
- Research and resolve all discrepancies, such as processing stop payments or adjustments of payroll
- Prepare and process garnishments as needed
- Audit payroll reports for approval prior to transmission of information to ADP
- Prepare check/wire requests for each pay periods' transactions
- Perform comparison report after transmission of payroll, comparing current vs. prior payroll in an effort to audit over and underpayments prior to the pay date
- Process accurate and timely quarter and year-end reporting when necessary (W-2, W-2c, etc.)
- Adhere to all Association policies, procedures, and internal controls

Maintain Confidential Personnel and System Records:

- Keep payroll files and computer records updated with current employee information, i.e. rates, W4 status, benefit status, address, telephone numbers, emergency contact info, etc. as well as vacation and sick time accruals
- Up-keep of I-9 documentation in files as well as I-9 binder.
- Complete employment verification, earnings reporting, quarterly audit documentation; and return information timely to specific agencies (i.e. EDD, Worker's Compensation) with copies provided to HR and/or other appropriate departments as needed



Accounting

- Prepare payroll, tax and prepaid benefit-related journal entries; work with IT consultants to configure ADP to provide exported info for upload/import into Accounting System
- Facilitate Benefit-related uploads and data entry as needed with third party vendors; work with benefits providers to automate where possible
- Enter Bank-related transactions such as processing fees, service charges, and automatic withdrawals throughout the month to ensure the systems bank account balances are accurate prior to Bank Reconciliation process
- Perform compliances for unclaimed property payroll & other checks
- Prepare accounting schedules, general journal entries, reconciliation, and analysis for various balance sheet accounts; including deferred revenue, prepaid expense, accrued expense, and recurring monthly entries such as depreciation and capital leases
- Serve as back up support for AP and AR
- Bank Reconciliation for non-payroll accounts
- Research and troubleshoot questions from vendors, staff, or Controller
- Adhere to all Association policies, procedures, and internal controls

Working Relationships and Customer Service

- Develop and maintain strong working relationships with all Association staff, managers, vendors, and Association members
- Job involves working with staff at multiple remote sites and will require effective communication skills
- Answers telephone and email messages promptly; provide positive, friendly, and timely communication
- Address complaints, seek out solutions, make recommendations in order to avoid future errors or problems

Performance Requirements

- Accuracy and attention to detail
- Adherence to deadlines and prioritizing of workload
- Organized payroll and employee benefits related files and systems
- Working knowledge of payroll best practices; including knowledge of federal and state regulations
- Excellent time management skills; ability to multi-task and meet deadlines
- Ability to work independently with minimal direction
- Ability to think critically and suggest improvements

Minimum Qualifications

- BS/BA in Accounting, Finance, or related field plus 4 years' experience is required
- ADP Certified Specialist – a plus
- FPC - Fundamental Payroll Certification or CPP – Certified Payroll Professional – a plus
- Nonprofit accounting experience a major plus; (willingness to take introductory course/workshop/etc.)
- Proven understanding of GAAP standards as related financial reporting, matching principle, accrual method and supportive documentation best practices
- Strong PC skills including proficiency with Microsoft Office, Excel, Outlook and Word, GP Dynamics or similar multiple module accounting system, online banking and other web based applications
- Strong work ethic and team player
- High degree of professionalism; ability to communicate with various levels of management
- Ability to deal sensitively with confidential material and information
- Strong interpersonal (verbal and written) communication skills