

## **POSITION DESCRIPTION**

Position: Payroll/Accounting Specialist  
Program: Administration  
Reports to: Controller  
Status: Non-exempt  
Date Revised: 7/2019

### **POSITION SUMMARY:**

The Payroll/Accounting Specialist is responsible for payroll processing, accounts receivable and general accounting duties such as journal entries, account reconciliations and other assigned accounting functions as needed. Work is completed in an accurate, detailed, timely, and professional manner in compliance with accounting regulations and department standards. Work is also performed in a cost effective and service oriented manner as it relates to established organizational standards. Objectives include supportive interaction with program directors, staff, and outside service/product providers.

### **OBJECTIVES/ACTIVITIES:**

- A. Responsible for payroll and payroll processing.
  - 1. Responsible for processing bi-weekly payroll for approximately 500 employees.
  - 2. Complete all payroll related journal entries and accounting reports as required.
  - 3. Provide sick and vacation accrual reports to Program Directors.
  - 4. Monitor employee overtime and double overtime.
  - 5. Process garnishments and ensure accurate wage garnishment deductions.
  - 6. Review and reconcile payroll deductions for medical insurances.
  - 7. Understand proper taxation of employer paid benefits.
  - 8. Calculate retro earnings, termination earnings and wage increases in order to process manual payroll checks.
  - 9. Process monthly, quarterly and year end payroll reports.
  - 10. General HR knowledge and understanding of compliance with State and Federal employment laws.
  - 11. Assist with Workers Compensation Reports and Quarterly and Annual Payroll Tax Reports.
  
- B. Responsible for processing accounts receivable.
  - 1. Prepare and process electronic and manual bank deposits.
  - 2. Review and enter payments for billing, cash receipts and donations attaching appropriate documentation.
  - 3. Reconcile and monitor donation accounts.
  - 4. Maintain customer records.
  - 5. Perform reconciliations of bank accounts.
  - 6. Review and reconcile monthly rental collections.
  - 7. May perform other accounts receivable duties as assigned.
  
- C. Responsible for general accounting duties.
  - 1. Preparation of monthly account reconciliations.
  - 2. Prepare and submit monthly billing to funding agencies.
  - 3. Prepare and record journal entries.
  - 4. Assist with annual financial audit and other program audits as needed.

5. Distribute daily mail.
- D. Responsible for self-development.
1. Continually learn and enhance technical and interpersonal skills.
  2. Participate in both internal and external training as needed for growth and development.

**EQUIVALENT EDUCATION AND EXPERIENCE:**

This position requires a 2-year degree in accounting or like field and/or 4 years of payroll experience, or equivalent education and experience combination. Must have knowledge and recent experience with the following: computerized accounting with Great Plains Dynamics, Excel spreadsheets, double-entry accounting and ADP/Workforce Now/EZLabor experience. Must have a willingness to accept responsibility and do repetitive and routine work. Good judgment, discretion and tact required handling confidential information. Provide services without ethnic or social prejudices. Must have the flexibility to work occasional overtime and have the willingness to function as a team member. Valid California driver's license and ability to meet our insurance carrier's guidelines required.

**SPECIFIC SKILLS REQUIRED:**

Computer data input  
Time management and ability to execute multiple tasks and adhere to deadlines  
Strong math ability  
Teamwork skills  
Oral and written communication skills  
Organizational skills  
Analytical and decision making ability

**PHYSICAL REQUIREMENTS:**

Lift and move up to 15 pounds  
Physically able to lift boxes of files  
Stand, walk, bend, stoop, kneel and sit frequently

**NATURE OF SUPERVISION RECEIVED:**

Daily activities are many times performed independently with accessible guidance and direction from the Controller or designated lead. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

**SUPERVISION EXERCISED:**

This position does not supervise.

**RESPONSIBILITIES FOR BUSINESS CONTACTS:**

This position requires daily contact with program managers, business entities, and all levels of staff. The Payroll/Accounting Clerk is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships. Tact, discretion, and resourcefulness are required at all times

**This Payroll/Accounting Specialist job description does not constitute a written or implied contract and may be changed as business needs arise.**

Indicate anything that would keep you from meeting the job duties as outlined above.

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Employee Signature \_\_\_\_\_ Date Signed \_\_\_\_\_