

Payroll Specialist

1.0 INTRODUCTION

- 1.1 The purpose of this standard procedure is to establish and define the job summary, job functional role, responsibilities and duties, requirements/qualifications, reporting relationships, and authority for the Payroll Specialist at Center for Community.

2.0 JOB SUMMARY

- 2.1 The primary job function of the Payroll Specialist is to accurately and timely process our company payroll utilizing one software system for our electronic timesheets and then export into the computerized payroll software for processing payment of wages and taxes. This position is located at Center for Community headquarters and processes payroll for employees in our other regional offices located in Anchorage, Juneau, and Ketchikan.
- 2.2 Since we are not a large company, this position is part-time and may require utilization of skills for other accounting tasks such as AP, AR, or HR when occasion arises, if needed.

3.0 FUNCTIONAL ROLE

- 3.1 In the primary function of processing payroll; it requires working directly with Regional Managers, HR Director, and Controller.
- 3.2 Must have excellent communication when working with management on new hires, terminations, and benefits.
- 3.3 Must be able to work independently, provide and/or create reports as required, research for required information, keep Center for Community (and self) current on regulations governing state and federal wage and hour laws and associated mandatory payroll taxes.

4.0 RESPONSIBILITIES AND DUTIES

- 4.1 Manage workflow to ensure all payroll transactions are processed accurately and timely. Requires facilitating manager/employee communication of payroll procedures, as needed. Requires analytical and organizational skills to compile any extraordinary time and attendance situations and/or discrepancies.
- 4.2 Reconcile imported electronic timesheet into computerized payroll software and validate accurate coding, overtime calculations, and other circumstance-based deductions before processing payroll.
- 4.3 Requires use of two computerized software systems and Microsoft Excel.
- 4.4 Understand applicable and proper taxation of employee wages and benefits, plus employer paid benefits. Ensures all employee payroll processing is in compliance with federal and state laws.
- 4.5 Process correct garnishment calculations and compliance and any employee loans.

- 4.6 Collect banking information for direct deposit set up and initiate deposits on paydays. Distribute pay stubs to headquarters and staff at three regional offices.
- 4.7 Update and maintain employee information/e-records with pay rates, codes, W-4 and benefit status. Update employee tax status, changes to deductions, or direct deposit as needed.
- 4.8 Update vacation accruals and communicate policy information for paid time off (PTO).
- 4.9 Maintain payroll system, timesheet system and keep up-to-date and accurate documents of all payroll records.
- 4.10 Process accurate and timely year end reporting.
- 4.11 Prepare post-payroll remittance reports to Accounts Payable unit.
- 4.12 Keep management informed of any regulation changes governing wage and hour laws and potential impact on Center for Community employees and payroll processing activity.
- 4.13 Must be able to maintain employee confidence and protect payroll operations by keeping information confidential.
- 4.14 Assist in any payroll and timesheet audit activity, as needed.
- 4.15 Assist in filing activities as per IRS regulations.
- 4.16 Analyze payroll issues and recommend corrective actions.
- 4.17 Have an ability to answer inquiries and enforce payroll policies.

5.0 REQUIREMENTS/QUALIFICATIONS

- 5.1 **Education:** Accounting degree or certification preferred. Experience may be taken into consideration.
- 5.2 **Experience:** Minimum three (3) years of payroll processing. Prefer 4 – 6 years of experience in this position.
- 5.3 **Licenses:** None. Will be required to pass a fingerprint-based state and national background check as Center for Community works with vulnerable adults and children.
- 5.4 **Skills, Knowledge, and Abilities:**
 - 5.4.1 Familiarity with payroll and electronic timesheets applications; strong PC skills and proficiency in Microsoft Excel
 - 5.4.2 Working knowledge of payroll best practices
 - 5.4.3 Strong knowledge of federal and state regulations
 - 5.4.4 Excellent mathematical, analytical, decision-making, problem-solving, and organizational skills
 - 5.4.5 Excellent interpersonal communication skills (verbal/written) with ability to communicate with employees at all levels of Center for Community
 - 5.4.6 Must have excellent customer service and communication with external payroll-related benefit vendors, state department of labor, or other external regulatory organizations

- 5.4.7 Ability to multi-task and prioritize to ensure deadlines met timely and accurately
- 5.4.8 Strong work ethic, team player, and high degree of professionalism
- 5.4.9 Ability to deal sensitively with confidential information
- 5.4.10 Ability to organize, update, and maintain desk procedure manual
- 5.5 **Language Skills:** Must be able to speak and communicate effectively in English. Must be able to read, analyze and interpret regulatory documents. Must be able to write well, at different reading levels.
- 5.6 **Physical Requirements:** While performing this job, the employee is frequently required to hear and talk on the phone, constantly use a computer and other telecommunication equipment. It typically requires the employee to stand or sit for long periods of time and occasionally requires stooping, kneeling and crouching.
- 5.7 **Work environment:** Work is normally performed in a standard office environment with moderate noise levels.
- 5.8 **Mental:** Must be able to grasp basic office internal organizational concepts and common computer operations.

6.0 REPORTING RELATONSHIPS

- 6.1 Payroll Specialist is non-supervisory and reports to the Controller and is part of the Accounting Department.
- 6.2 This position works very closely with senior management – Executive Director and HR Director, as needed or required.

7.0 AUTHORITY

- 7.1 This position possesses delegated authority by the Executive Director to work directly with program managers to accomplish payroll tasks.
- 7.2 This position must follow goals, policies, and standard operating procedures for Center for Community.