JOB DESCRIPTION

DEPARTMENT: Fiscal
POSITION TITLE: Payroll Specialist
POSITION CLASSIFICATION: Payroll Specialist
LOCATION: Greenfield
STATUS: Non-Exempt
SUPERVISOR: Director for Finance

POSITION SUMMARY:
Provide support and assistance to the payroll manager and other members of the fiscal office as needed.

ESSENTIAL QUALIFICATIONS
- Associate degree in accounting or related field
- A minimum of two years experience in a business office environment
- Additional appropriate education or experience may be substituted for the experience or education requirements stated above.

ESSENTIAL RESPONSIBILITIES
1. Completes weekly data entry, processing, and reconciliation of all timesheets.
2. Assembles and distributes bi-weekly payroll and employee reimbursement checks.
3. Perform employment verification for outside resources.
4. Prepares accurate allocations of benefits and deductions for health insurance expenses.
5. Research payroll records upon request from current and former employees.
6. Follows up with staff concerning holiday, vacation and sick time.
7.
8. Files payroll records and vouchers as needed.
9. Assist Human Resources department with payroll or benefit rate changes, verification of I-9, and other administrative support tasks.
10. Maintains strictest confidentiality.
11. Comply with agency and funders’ paperwork requirements and procedures
12. Attend regularly scheduled supervision meetings, team meetings, mandatory agency trainings, and participate in professional development activities,
13. Performs related work as required.

This does not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may be adjusted to meet the operational needs of the agency.

SKILLS REQUIRED:
- Proficient skills: using a mouse, email, web-based programs
• Extensive knowledge of Microsoft Products: MS Excel and Word
• Ability to work independently and take initiative.
• Ability to work as an effective team member.
• Ability to work in a fast-paced environment and meet strict deadlines.
• Flexibility and Reliability a must.
• Excellent communication and interpersonal skills a must.
• Customer services focus a must.
• Must be able to work at the employer’s job site, do work that is primarily data driven and computer based, and work in a business office environment.
• Understanding of data capture and tracking methods.
• Sensitivity to cultural and socioeconomic diversity and the needs of individuals with low incomes.

PHYSICAL DEMANDS AND WORKING CONDITIONS:
The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Working in a fast-paced environment.
• Requires sitting for long periods of time.
• Working in an office environment.
• Some bending and stretching required.
• Use of telephone required.
• Some lifting required – 20-40 lbs.
• Manual dexterity required for use of calculator and computer keyboard.
• Overtime and flexibility with work schedule required on occasion to meet crucial deadlines.

___________________________________________________________
EMPLOYEE NAME (PRINT)

___________________________________________________________
EMPLOYEE SIGNATURE

_____________________________________
DATE