

JOB DESCRIPTION

JOB TITLE: PAYROLL ACCOUNTING ADMINISTRATOR

JOB NUMBER: OC3039

FLSA STATUS: Non-exempt

CLASSIFICATION: Administrative Support Workers

REPORTS TO: Accounting Manager

SUPERVISES: No

JOB PURPOSE:

To provide support in the Finance Office through payroll processing and administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process biweekly participant and staff payroll.
- Administer and maintain Productivity Trac time tracking system and insure accurate import of information to payroll.
- Import payroll to general ledger software currently in use.
- Insure compliance to Department of Labor laws and regulations as well as internal company policies in regard to payment of wages and benefits.
- Assure compliance to State and federal garnishment laws and regulations as well as verification of calculations in payroll system.
- Maintain work papers on all payroll accounts in general ledger including but not limited to vacation and payroll accruals.
- Verify 403b & 457b calculations and transmit payments biweekly through on-line access.
- Approve, code, and reconcile all payroll and benefits related invoices for submission of final approval per Spending Authority document.
- Reconciliation of quarterly and yearly federal filings. Timely filing of any and all governmental reports required by law.
- Complete multiple worksite report.
- Assist employees regarding payroll and Kronos time-keeping questions.
- Preparation of payroll reports for internal and external reporting.
- Document procedures and continually refine processes identifying weaknesses and initiating improvements.
- Prepare other management reports and assist the Accounting Manager and Senior Director of Finance in ensuring that Agency management has accurate and timely financial data and reports needed to operate this Agency.
- Ad hoc reporting.
- Process and reconcile annual W2s for all employees.
- Process travel and expense reports.
- Reconciliation of all payroll accounts to general ledger.
- Validation and booking of vacation and payroll accrual listings and liability accounts.
- System maintenance for ADP and Kronos.

Updated: 7/21/2011

Replaces: 10/19/07, 7/9/09

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ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Accomplishes all tasks as appropriately assigned or requested for successful completion of the mission of Goodwill Industries of the Valleys as assigned or requested by immediate supervisor, Senior Director of Finance, or Vice President Finance.

QUALIFICATIONS:

- **Experience, Competencies and Education**
Associates Degree in accounting with five to ten years of experience. Knowledge of Department of Labor and tax laws. Certified Payroll Professional (CPP) certification preferred. Detail oriented and proficient with ADP, Kronos, Excel, Outlook, 10-key calculators and personal computers.
- **Language Skills**
Ability to read, analyze and interpret the most complex documents relating to the Accounting Office. Ability to respond effectively to the most sensitive inquires or complaints.
- **Mathematical Skills**
Ability to perform mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations such tasks as frequency distribution, determination of test reliability and validity analysis of variance, correlation techniques, sampling theory, and factor analysis.
- **Reasoning Ability**
Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (Formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
- **Other**

CERTIFICATES, LICENSES, REGISTRATIONS:

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AMERICANS WITH DISABILITIES SPECIFICATIONS:

- **Physical Demands**
The physical demands described here 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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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- **Work Environment**

Work environment characteristics described here 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.

While performing the duties of this job, the employee is not normally exposed to weather conditions. The noise level in the work environment is usually low to moderate.

RECEIPT OF JOB DESCRIPTION:

This job description has been reviewed with me by my supervisor. Meeting the qualifications as required, I understand and agree to perform the duties as described. A copy of this description has been given to me.

_____ Employee's Signature	_____ Date
_____ Supervisor's Signature	_____ Date

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