



Payroll / Finance Clerk

A. Classification: Exempt C. Finance
B. Reports to: Contract Manager and Sr. Accountant

The Payroll/Finance Clerk is responsible for supporting 3 key areas in the Finance Department. (Payroll, Contract Fiscal Reporting, and Concur expense and travel reimbursements) This position will effectively manage the agency's bi-weekly payroll process, assist with the execution of the DFSS contract monthly reports and Head Start In-Kind vouchers, assist the Contract Manager with contract fiscal reporting requirements and be the fiscal agent for SAP Concur, ensuring expenses and travel and expense reimbursements are accurately uploaded into Fund EZ.

MAJOR RESPONSIBILITIES AND KEY TASKS

1. Help to prepare the DFSS vouchers (reimbursement and Profit and Loss) and first submission of the Head Start In-Kind vouchers within required timelines and in accordance with budget, funder, and agency guidelines.
2. Assists the Contract Manager with the government contract vouchering process including preparing and maintaining all required backup documentation.
3. Responsible for keeping the government contract files organized and current.
4. Attends meetings, workshops and webinars related to the government contracts and takes minutes.
5. Assists as needed with fiscal audits.
6. Timecard Allocation Maintenance according to DFSS contract specifications
7. Provides direct support to the Contract Manager as needed with reporting.
8. Manage Payroll – Produce payroll by initiating computer processing; printing checks, verifying finished product. Ensure that payroll deductions are accurately calculated and deferred from payroll checks. All payroll deferrals are reported and submitted to appropriate agency or entity. Complete Payroll reconciliations monthly, resolving all discrepancies, ensure the bank and book balance reconciles with Sr. Accountant records related to bi-weekly payroll. Oversees the payroll reporting process which includes producing and reviewing reports with biweekly payroll submissions.
9. Functions as liaison to Paycom, Human Resources and Contract Manager
10. Oversees and maintains all payroll related reports assuring they contain appropriate authorizations for all adjustments to payroll, compliance with funder/contract requirements and that they support the agency's annual audit. Manages year end payroll activities related to distribution of W2s and all other required tax forms within specified deadlines
11. Provides support to the VP of Finance and Contract Manager as needed on fiscal and / or agency wide projects.
12. Manages the import of agency expenses into Fund EZ via SAP Concur system.
13. Performs other duties and special projects as assigned.

QUALIFICATIONS

EDUCATION

Applicants for the position of Payroll/ Finance Clerk shall possess an AA in Accounting. 1-2 years of professional accounting or fiscal experience in finance or a related field is preferred. Experience in the non-profit/social service sector is also a plus.

PROFESSIONAL EXPERIENCE

- Must possess at least 1-2 years of experience in payroll processing.
- Must demonstrate experience in non-profit accounting; experience with DFSS reporting preferred.
- Demonstrated administrative abilities and computer skills – including Excel proficiency; Fund EZ and Concur, and HRIS experience preferred.
- Demonstrated written, verbal, and leadership skills .
- Ability to comprehend and analyze financial transactions and accounting reports.
- Must be knowledgeable about accounting principles and familiar with financial record-keeping systems.
- Must be able to resolve problems, handle conflict, and make effective decisions under pressure keeping the team goals first.
- Must be flexible in dealing with a variety of people