

Job Title: Accounting Coordinator - Payroll

Date Approved June 6, 2023

EEO-1: 2-Admin

Reports to: Director of Accounting Services

Business Unit/Dept: Administrative Services

FLSA: Non Exempt

Job Function:

Job Family: Accounting

Job Group:

Grade: 6

Job Code: COORDACC

WC Code: 8810-Clerical

Job Summary:	<i>In broad terms, briefly state the major purpose or primary objective of this job.</i>
<p>The Account Specialist - Payroll position is responsible for processing payroll for the organization and ensuring benefits payments are reconciled and submitted on time.</p>	
Job Duties & Responsibilities:	<i>Using brief narrative statements, describe each major function or responsibility explaining the scope of the function as appropriate.</i>
■	Payroll - Reviews timesheets for accuracy and approval. Contacts "Approvers" regarding unapproved timesheets, pending Paid Time Off (PTO), or missed punches. Processes Skylight Enrollment Forms and mails cards before the payroll process: inputs wage attachments and PTO changes before starting the payroll process. Using the HRIS system generates and reviews payroll reports and verifies that all active team members will receive pay. Makes necessary changes and reconciles payroll data for accuracy promptly. Creates various reports to include direct deposit files. Transmits direct deposit files via upload and submits Flexible Spending Account (FSA) payment through the Wells Fargo website. Completes journal entries to record tax liabilities and wage attachments. Monitors payroll checks weekly and mails to team members. Emails Direct Deposit Advices to PWI management before the pay date for distribution to their workers without self-service access. Maintains a high level of confidentiality.
■	Month End Close Out - Ensures all payroll related items are complete and properly recorded. Ensures accruals and other journal entries that may affect cash are completed. Finalizes monthly reconciliation for all job-related accounts. Reviews a trial balance for the account and balances for the month. Performs journal entries to balance General Ledger (GL) when necessary. Submits reconciliations to the Director for review.
■	Benefits Payments and Reconciliations - Reconciles billing and submits payment for BCBS, Dental, Vision, GGL, Health & Welfare, STD/LTD, FSA/Cobra Fees, and AFLAC. Prepares regular reports for management. Updates Workers' Compensation rates in the system and generates monthly reports.
■	Support Duties - Collaborates and assists with People Services with benefits and payroll-related items. Assists team members and other departments with payroll and other related inquiries. Ensures all quarterly and annual items are completed.
Required Qualifications:	<i>Describe the minimum amount/type of education, knowledge, years of experience, specific skills and abilities required to perform the job on a fully competent basis. Include all required certifications, licenses and/or training.</i>
■ Minimum Education:	Requires a level of knowledge normally gained through completion of an undergraduate degree
■ Minimum Experience:	5 years experience
■ Certification(s):	
Required Knowledge, Skills, & Abilities:	<i>Describe the specific work-related knowledge, behavioral or technical skills, and abilities that are required.</i>
-	Proficient with Microsoft Office
-	Strong customer service skills
-	Ability to multi-task
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Preferred Knowledge, Skills, & Abilities:	<i>Describe the work-related education, knowledge, behavioral or technical skills, and abilities that are preferred.</i>
Competencies:	<i>Describe the specific abilities (behaviors) required to successfully perform the essential functions of the job</i>
-	Customer Focus: Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

-	Ethics and Values: Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
-	Functional/Technical Skills: Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
-	Integrity and Trust: Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
-	Time Management: Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Physical Requirements/Work Environment	<i>The physical requirements and 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.</i>
Sit Regularly; Talk and Hear Regularly; Use of Hands/ability to reach Up to 10 pounds weight lifting/force exertion required; Weight/Force exertion required less than 25%; Travel required less than 10%; Working in a constant state of alertness and safe manner;	

Disclaimer: *The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*

Team Member Printed Name

Team Member Signature

Date