POSITION: PAYROLL SPECIALIST
RESPONSIBLE TO: FISCAL OFFICE
LOCATION: 217 SOUTH SALINA STREET, SYRACUSE
PAYGRADE: 6 / NONEXEMPT

QUALIFICATIONS:

- Two-year degree in accounting, business or related field.
- Two years of relevant experience, including experience with preparation of payroll systems.
- Requires proficiency with Microsoft Excel
- Requires strong typing and data entry skills.
- Experience with ADP systems very helpful.
- Must possess strong written and verbal communication skills.

RESPONSIBILITIES:

1. Check the accuracy of information on all employee time sheets, e.g.: signatures, total hours, dates.
2. Prepare agency payroll for distribution based on submitted time sheets.
3. Reconcile all payroll accounts in General Ledger that apply to payroll.
4. Perform reconciliations for all billing related to employee benefits, disability insurance, 401(k) plan and other benefits.
5. Maintain an efficient filing system for employee payroll files, fiscal records and correspondence.
6. In conjunction with the Human Resources Department, make appropriate changes of employee status on payroll records, as applicable.
7. Assist Controller on special projects, as assigned.
8. Assist accounting clerks in the accounting procedures of the agency, as available.
9. Assist with data processing in the fiscal office, as available.
10. Maintain confidentiality of all information.
11. Adhere to relevant health and safety policies and procedures.
12. Perform all other duties as required.

EOE/AA/M/F/D/V

PEACE, Inc. Payroll Specialist revised