

**Job Title:** Payroll and Accounts Receivable Clerk  
**Department:** Accounting  
**Reports To:** Accounting Manager  
**Hours:** 40 hours per week

**Position Summary:** In support of Share's mission, contributes to a smoothly functioning accounting department. Responsible for all payroll-related tasks. Collects and reviews employee information and working hours, calculating wages, benefits, tax deductions, preparing and processing employee payments and maintaining accurate payroll records. Compiles payroll data into accounting system. Duties include consolidating timesheet information, calculating paycheck amounts, distributing earnings to employee accounts, and maintaining an accurate system database. Maintains appropriate payroll documentation and files. Able to investigate and resolve payroll issues and ensure strict compliance with company and regulatory standards. Complete records with strict adherence to confidentiality. Processes all revenue by verifying and posting receipts daily, resolving discrepancies and reconciling accounting with donor database.

**Qualifications & Expectations:**

1. Ability to meet deadlines and work within tight time lines.
2. Knowledge of payroll principles and ability to apply these principles.
3. Knowledge of wage and hour laws and payroll taxes/benefits.
4. Ten key skills and working knowledge Word.
5. Strong Excel skills to create and utilize spreadsheet applications.
6. Strong experience with payroll and accounting systems, preferably Abila MIP.
7. Ability to establish and maintain effective working relationships.
8. Ability to monitor work to ensure quality, accuracy and thoroughness.
9. Ability to develop systems and organize work to insure tasks are completed correctly, accurately and on time.
10. Ability to communicate clearly in a positive manner to staff, assisting them in the application of Share's policies and procedures.

**Education and/or Experience Requirements:** AA in Accounting; or five years related experience and/or training; or equivalent combination of education and experience. . Applicant must possess a basic knowledge of accounting practices and a high numerical aptitude as well as excellent communication and interpersonal skills. Strong organizational and time management skills. Detail oriented. Applicant must have experience in accounting software; outstanding if experienced in Abilia MIP.

**Responsibilities:** The following responsibilities are not all inclusive as other duties or special projects may be assigned by the Accounting Manager.

**Payroll:**

1. Manage workflow to ensure all payroll transactions are processed accurately and timely:
  - Appropriate authorization of time sheets

- Accuracy of time sheets to calendar and pay rates
  - Benefits used in accordance with personnel policies
  - Process correct garnishment calculations and other deductions to ensure accuracy and in compliance with regulatory requirements and Share policies
2. Prepare and file reports to IRS, State of Washington, insurance suppliers and others as required.
  3. Maintain accurate records of payroll documentation and transactions
  4. Process ACH and checks for payroll for signature and oversee distribution
  5. Respond to payroll-related inquiries from staff, program directors and administration and resolving concerns
  6. Process external verifications of employment/income
  7. Verify accuracy of information on unemployment claims
  8. Create off cycle payroll checks as needed
  9. Collaborate with HR, compensation, and benefits in the event of payroll changes
  10. Perform balance sheet account and payroll reconciliations
  11. Reconcile benefits enrollment to payroll with HR
  12. Prepare periodic payroll reports for review by management
  13. Manage W-2 preparation and distribution in accordance with regulatory requirements
  14. Assist Accounting Manager and Director of Finance in monitoring fiscal controls related to payroll and benefit administration
  15. Make accurate and punctual payroll tax deposits to the IRS and Oregon Department of Revenue

#### **Benefit Management:**

1. Understand proper taxation of employer paid benefits
2. Work directly with Executive Director to ensure accuracy of staff compensation and benefits
3. Monitors annual open enrollment processes for insurance, flexible spending and Simple IRA benefits
4. Monitors Wellness Benefits
5. Enter monthly medical, dental, and insurance bills to ensure timely payments to benefit providers
6. Monthly reviews of benefit enrollments

#### **Accounts Receivable:**

1. Post donations by recording cash, checks, and credit card transactions in accounting system
2. Verify and balance monthly donations from Neon to Abila MIP accounting system
3. Apply payments received to open invoices and verify accuracy of remittance advice, investigate discrepancies
4. Protect organization's value by keeping information confidential
5. Accomplish accounting and organization mission by completing related results as needed

**General:**

1. Actively participate as a member of your work team
  2. Strictly adhere to confidentiality policies and procedures
  3. Strictly adhere to Share's code of ethics and standards of workplace behavior
  4. Updates job knowledge by participating in educational opportunities
- Perform other duties as assigned to meet Share's needs