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| Job Title: | **Payroll** |
| Department: | **Administration** |
| Reports to: | **Accounting Manager** |
| Grade: | **DS** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-Exempt** |
| Prepared by: | **Diane Bucco** |
| Date: | **November 14, 2018** |
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| Purpose:  The Payroll position is responsible for payroll and employee expense payments for the entire agency. This role also services as an auditor, ensuring that timesheets are reasonable and that proper procedures are followed. | |
| Position Objectives:   * To ensure that payroll is completed accurately and in a timely manner. * To ensure that assigned accounts payable work is completed accurately and in a timely manner. * To represent the agency in a professional friendly, and caring manner. * To respond to the needs of co-workers. | |
| Essential Functions:   * Responsible for processing payroll. * Reviews employee timesheets for reasonableness. * Reviews benefit invoices for appropriate employees and allocate payments. * Communicates with co-workers, management, and others regarding timesheets. * Processes employee expense invoices into computer system. * Responsible for the timely payment of assigned account payables. * Performs other incidental and related duties as required and assigned. * Prepare bank deposits and accounting software deposit general ledger input report timely and accurately. | |
| **Measured by:**   * The accuracy and timeliness of completed work. * The quality of work produced. * Cooperation with and feedback from supervisor and co-workers. | |
| **Minimum Education:**   * A high school diploma or equivalent. Associate’s degree preferred. | |
| **Minimum Experience:**   * Two to three years’ previous experience desired. | |
| **Essential Abilities:**   * A commitment to the NMCAA philosophy and mission. * Ability to maintain confidentiality. * Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner. * Ability to suggest innovative approaches in completing job responsibilities. * Ability to work openly and cooperatively as a team member. * Ability to perform physical tasks to carry out specific job duties. | |
| **Minimum Skills Required:**   * Excellent customer service and interpersonal communication skills. * Strong organizational skills with the ability to pay attention to detail. * Flexibility to handle multiple tasks with multiple interruptions. * Strong listening skills with the ability to understand and carry-out directions. * Accuracy and attention to fine detail are required. | |
| **Minimum Physical Expectations:**   * Physical activity that always involves keyboarding, sitting, phone work, and filing. * Physical activity that often requires extensive time working on a computer. * Physical activity sometimes involves lifting up to 25 lbs. and standing. * Physical activity that often requires bending, stopping, reaching, and/or twisting when filing, year-end moving files. | |
| **Minimum Environmental Expectations:**  The Payroll position operates in a clerical, office setting. This position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. | |