

JOB DESCRIPTION - Accounting Specialist-Payroll & A/P

OVERVIEW: The Accounting Specialist-Payroll & A/P will be responsible for performing all payroll functions, such as managing employee timecards, time off requests, processing payroll as scheduled, recording and monitoring various components for the general ledger, and compiling requested reports. A/P duties will include processing of routine accounts payable transactions including data entry, reviewing invoices, account reconciliation, issuing checks, and researching and resolving discrepancies accurately and efficiently.

REPORTS TO: Director of Business Operations

RESPONSIBILITIES:

1. Payroll
2. Accounts Payable
3. Account Reconciliations

DETAILED DESCRIPTION OF DUTIES:

PAYROLL

- Process Payroll- Verify hours and appropriate approvals; Verify and process substitute teacher pay, extra duty, coaching, or stipend payments. Verify and process sick and vacation pay or any other time off requests. Process final checks for terminations.
- Audit wages and other information to detect and reconcile payroll discrepancies.
- Update payroll records in the ADP system for changes in exemptions, insurance coverage, 403(b) deductions, personal information, and job title/department transfers.
- Input and maintain new hires, terminations, and other status changes, direct deposits, garnishments, and rate increases in the ADP system.
- Batch and Distribute checks
- Record payroll, 403(b), workers compensation and tax payments to the general ledger
- Track hours for 403(b) eligibility
- Submit 403(b) payments semi-monthly
- Monitor and record hours monthly for the Affordable Care Act
- Provide the quarterly multiple site report and 941 wage report
- Monitor the flexible spending plan
- Track professional development for the faculty and adjust payrates accordingly
- Provide customer service to employees regarding questions about their pay, benefits, and taxes as they relate to employee compensation.
- Prepare reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages as requested by School Administrators.
- Assist with projects as assigned by School Administrators.

ACCOUNTS PAYABLE

- Review and approve all invoices for payment ensuring proper documentation and approvals exist; input invoices into computer system to be processed for payment
- Monitor invoice due dates and issue checks weekly
- Prepare checks for distribution and file original invoices

- Research any questions on invoice coding; research any outstanding or questioned reimbursement from the State
- Record sales and use tax
- Prepare 1099s for vendors
- Research and respond to vendor inquiries; Resolve invoice discrepancies in a timely manner/respond to vendor inquiries for payment.

ACCOUNT RECONCILIATION:

- Reconciliations including the bank account and employee insurance deductions

MISCELLANEOUS:

- Distribute Mail
- Order office supplies

QUALIFICATIONS:

- A minimum of 2+ years of related experience in payroll, accounts payable, and account reconciliation
- AA/AS degree in accounting or related field (will consider equivalent experience)
- Experience using ADP software for payroll
- Strong knowledge of tax and wage laws
- Good understanding of common fiscal procedures
- Excellent verbal and written communication skills
- Strong computer literacy including the Microsoft Office Suite
- Excellent multitasking and organizational skills
- Ability to be self-directed and work with minimal supervision
- Active membership of a Christian church; CRC or RCA denomination preferred
- Supports the Mission and Doctrinal Statement of Valley Christian Schools

PHYSICAL REQUIREMENTS:

- This position involves sedentary work; prolonged sitting is performed most of the time
- Occasional bending, stooping, lifting, and carrying up to 25 pounds
- Prolonged viewing of a computer screen

WORK ENVIRONMENT:

- The typical work environment is a climate-controlled office
- The noise level in the work environment is usually moderate