



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Payroll Specialist**
FLSA Status: Non-Exempt
Reports to: Human Resources Director

Work Week: 15-20 hours
Creation Date: January 2016

POSITION SUMMARY:

Responsible for the overall payroll processing activities of the association including entry of new and terminated employees, preparation of bi-monthly payroll, direct deposit file with bank, administering employee benefits, and preparation of reports.

ESSENTIAL FUNCTIONS:

1. Positively models and reinforces YMCA's core values, mission statement, and relationship-building skills in all interactions.
2. Works in conjunction with the Human Resources Director to insure all Human Resources policies for the organization are followed with regard to employee relations and benefits.
3. Inputs data of all employee information into databases including new hires, terminations, and pay changes.
4. Manages workflow to ensure all payroll transactions are processed accurately and timely. Reconciles payroll prior to transmission and validate confirmed reports. Understands proper taxation of employer paid benefits. Processes correct garnishment calculations and compliance. Executes time and attendance processing and interface with payroll. Performs compliances for unclaimed property payroll checks.
5. Processes accurate and timely reporting on federal, state, financial and operational as needed. Tracks hours for benefits and retirement eligibility. Submits quarterly unemployment insurance payroll.
6. Works closely with the Financial Director to insure all reports and payments are completed and submitted on time such as federal tax deposit, state payroll deposits, insurance and retirement.
7. Performs all other duties as assigned by the Human Resources Director.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. At least one year experience or training in payroll accounting or related field
2. Associates degree in Accounting, Business or related field desired
3. Knowledge of payroll best practices, employment laws and practices, federal and state regulations
4. Experience in the administration of benefits and compensation programs, database management and record keeping preferred
5. Excellent oral and written communication and organizational skills a must. Ability to communicate with various levels of management
6. A team player with a high degree of professionalism with the ability to deal sensitively with confidential material.

I have read and understand the above Position Description. I agree to fulfill all requirements necessary for the performance of all job segments described. I acknowledge that I possess all qualifications stated and am **able / unable** (circle one) to perform all essential functions without special assistance. The Employer reserves the right to revise this Position Description at any time and to assign other tasks as circumstances or conditions change.

I understand and mutually accept that the Position Description is not a contractual agreement.

Employee Name (printed) _____

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____