



JOB TITLE: Payroll and Accounting Administrator

REPORTS TO: Controller

DEPARTMENT: Finance

HOURS: 40 Hours

FLSA STATUS: Exempt

EFFECTIVE DATE: October 2019

POSITION SUMMARY: The Payroll and Accounting Administrator is responsible for ensuring that the Company's payroll process runs smoothly, ensuring that hours worked get recorded accurately, employees are paid correctly and on time and Company's compliance with relevant tax rules and other laws. The ideal candidate should have an interest in the payroll field, be technically astute, be available to assist employees who experience problems with their pay or need to make a change, whether it's a new address or adjusting their withholdings. In addition to the payroll administration roll, this position involves proficiency with accounting spreadsheets in Excel on projects involving grant hours, vacation accruals, rosters, and merit increases. The ideal candidate should be therefore be detailed-oriented, organized, and have good numerical skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Direct responsibility for bi-weekly payroll processing with ADP Total Source and EZ Labor; serve as liaison between staff and Healthix' Payroll Advisor at ADP.
- Track employee eligibility for benefits and recurring adjustments/ deductions including night pay supplemental, medical insurance stipends, and garnishments.
- Send out notifications to staff regularly regarding time sheets and payroll related matters such as grant hour tracking.
- Provide assistance with employee questions regarding Federal and State withholding forms. Know the difference between a form W2 and a form W4.
- Maintain and review payroll reports provided by ADP, including billing reports, after each bi-weekly submission.
- Direct responsibility for the Company's monthly submission of deliverables via Ademero, an online document management program. Follow-up with staff to ensure their deliverables are completed timely, and liaison with a third-party company to ensure that their questions are adequately addressed.
- Assist Controller with Excel spreadsheets used to record bi-weekly payroll and benefits on the General Ledger.

- Maintain the master Excel spreadsheet to record and track grant hours. Provide bi-weekly reports to Project Managers of each grant for their review and resolve discrepancies with managers.
- Work with Human Resources to obtain information pertaining to employees' payroll and benefit matters.
- Prepare schedules and analyses that will be required under the Company's main grant, and for quarterly Finance Committee Meetings. Critically analyze the payroll from week to week and take ownership of the entire payroll process.
- Provide backup support to the Finance team, as needed, with various accounting department projects.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities

QUALIFICATIONS:

- Bachelor's degree is required, accounting experience is helpful.
- Experience with ADP Total Source and or similar ADP software, Microsoft office software suite.
- Excellent verbal and written communication skills.
- Ability to critically review time sheets and hold managers and staff accountable if he/she believes that an error has been made, time has not been accurately recorded and/or time sheets and approvals are late.
- Discretion to handle confidential information.
- Strong attention to detail and excellent organization skills.
- Ability to work effectively under deadlines.