

Sr. Accountant II- Payroll and Vouchering Supervisor

POSITION OBJECTIVE: This position will supervise the payroll processor and the accounts payable vouchering/client trust accountant. This position will assist with completion and final close of accounting records on a monthly and annual basis.

ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Analyzes, prepares and inputs payroll data. Typically uses automated system to produce accurate and timely payroll.
- Prepares weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.) for management.
- Performs various journal entries, account reconciliations, and provides general ledger support.
- Supervises payroll processor(s).
- Maintains current knowledge of applicable state and federal wage and hour laws.
- Facilitates management and employee understanding of payroll procedures.
- In conjunction with HR Manager, trains new employees on the proper method of entering time into the timekeeping system, including instructing supervisors on the appropriate manner to review and approve supervised employee time and leave.
- Reviews bi-weekly payroll reports for accuracy.
- Responsible for on-time release of bi-weekly payroll to third party payroll vendor.
- Assists payroll processor as needed with approval of timesheets.
- Ensures all payroll entries are complete and accurate in a timely manner to meet month end close deadline.
- Prepares bi-weekly, monthly and annual payroll analytics.
- Review all POS and client trust AP batches are coded appropriately, are for allowable costs and have all required backup documentation.
- Review all check-write file entries that are recorded by the accounts payable vouchering accountant ensuring all batches are coded correctly and have all required backup documentation.
- Review all Master Trust fund cash receipt entries monthly.
- Review all Master Trust bank account reconciliations monthly.
- Review various Master Trust monthly reports for accuracy.
- Coordinate and pull backup documentation requested by external auditors for any client trust, FSFN Vouchering, payroll, payroll and POS transactions.
- Coordinate and pull backup documentation requested by DCF and other regulatory agencies for any FSFN Vouchering, payroll, client trust and POS transactions.
- Review all foster parent travel entries ensuring that they are coded appropriately and have all necessary approvals and backup documentation.

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- Coordinate and communicate with Accounting Manager and Accounts Payable Supervisor on a regular basis to ensure all subsidy payments, POS payments, Client trust payments, and foster parent travel reimbursements are paid on time.
- Communicate with vouchering team as needed to coordinate timing of receipt of checkwrite files in accounting department to ensure on-time delivery of subsidy payments.

This list of essential functions is not intended to be exhaustive. NWFHN reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS:

REQUIRED:

- Bachelor's degree in accounting or 5+ years payroll experience.
- Supervisory experience.
- Payroll experience with an organization that has greater than 50 employees.
- Proficient experience utilizing Microsoft Excel and Word.
- Experience with automated payroll/timekeeping/HR systems.
- Experience and knowledge of wage garnishment procedures and other payroll benefit transactions.
- Excellent time management skills.
- Experience working with a payroll system that interfaces with accounting software.
- Experience working with a time-keeping system that interfaces with the payroll system.
- Knowledge of accounting principles, practices and procedures in the recording, classifying and examination of fiscal transactions.

PREFERRED:

- Previous experience working with an outsourced payroll processor.
- Accounting experience in a non-profit organization.
- Experience utilizing Abila MIP software.

SKILLS:

- Ability to work independently and set priorities
- Ability to maintain confidentiality of sensitive data
- Strong interpersonal and customer service skills
- Time management and organizational skills
- Ability to speak, read and write English at the college level
- Ability to work in a multitask environment
- Strong analytical and problem-solving skills



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- Strong written and verbal communication skills
- Ability to review payroll laws and apply them in the appropriate situations

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee's Signature

Supervisor's Signature

Date

Date