



PAYROLL SPECIALIST

FULL-TIME (40 HOURS PER WEEK)

GENERAL RESPONSIBILITY: The Payroll Specialist is responsible for overseeing Time and Attendance and Payroll processing for all Tri-County staff on a biweekly basis. Ensures accurate calculation of wages, tax withholdings, and company deductions as well as any reimbursements. Prepares statistical reports as needed.

SPECIFIC RESPONSIBILITIES:

1. Process biweekly payroll for both exempt and non-exempt employees using ADP Workforce Now.
2. Manage workflow to ensure all payroll transactions are processed accurately and timely.
3. Reconcile payroll prior to transmission and validate confirmed reports.
4. Receive and document any necessary approvals prior to processing any non-standard payments, i.e., CME, reimbursements, on-call pay, etc.
5. Receive and make necessary entries/updates/changes in the Payroll System (ADP WFN) upon approval (New Hire, Termination, Departments/Grants, Pay Rates, Benefits, Worker's Compensation Codes, Cost Allocations, Deduction Codes, G/L interface modifications/updates, etc.).
6. Maintain electronic employee records ensuring accuracy, compliance and confidentiality in ADP Workforce Now.
7. Monitor uncashed payroll checks and proactively replace or stop payments after 180 days from the issuance of the payroll checks.
8. Process monthly mileage, CME and/or other fee-for-service reimbursement through the payroll system.
9. Monitor and approve vacation and sick time-off requests with balances in the ADP system. Maintain balances per policy as schedule changes and/or employee status changes are processed.
10. Develop ad hoc financial and operational reporting as needed.
11. Download the G/L report to be uploaded into the financial system (Abila/MIP) after each payroll. Ensure payroll reporting and payments are compliant with company policy, generally accepted accounting principles, and federal, state and IRS regulations.
12. Adhere to all TCCAA pay practices, time and attendance policies and sick/vacation plans. Monitor employee compliance and refer exceptions or violations to CFO.
13. Respond to auditing and regulatory inquiries including but not limited to 403b (pension), workers compensation, and state/federal/grant programmatic reviews.

14. Research and interpret federal and state regulatory requirements and resolves tax, withholding, garnishment and wage/hour issues for payroll processing.
15. Process garnishments and/or request AP check for garnishments.
16. Monitor 403b match for employees after they reach eligibility. Verify, remit and finalize the transmission of employee deductions and employer contributions for the 403b Plan. Process funds transfer for 403b Loans.
17. Provide salary information for UDS and 403b compliance reports.
18. Process accurate and timely year-end reporting when necessary (W-2, 1099, etc.); ensure distribution by January 31st.
19. Ensure accurate and timely reporting for state and/or federal taxes, unemployment, and workers compensation.
20. Maintain, monitor and update rates, deductions and payments for medical, dental, vision, FSA and group life on a monthly basis and match to vendor invoices to ensure accurate bill reconciliation.
21. Maintain, verify and approve benefit data for annual filing of IRS form 1095.
22. Respond to verification of employment requests including DLT and TDI.
23. Reconcile ADP wages and related taxes for quarterly, fiscal and calendar year-ends.
24. Provide support to the Finance Department during company financial, grant, workers compensation and/or 403b audits.
25. Maintain the security and set up of the Payroll System (ADP WFN); provide technical support, assist in troubleshooting, and guidance within ADP WFN to all employees.

QUALIFICATIONS: Associates Degree (Accounting, Finance) or relevant coursework preferred. 4+ Years Payroll Processing, ADP WFN Payroll System Knowledge and Intermediate Level of MS Excel are all required. Non-profit experience and Grant management experience a plus. Must have ability to streamline a process by minimizing unnecessary steps. Must be self-directed and motivated with strong attention to details and be able to work under pressure and meet payroll deadlines. Must have the ability to work effectively and interact with payroll vendor, staff, Human Resources and all levels of management including executive leadership.

SPECIAL QUALIFICATIONS: Excellent organizational skills. Excellent follow-up skills. Extraordinary attention to detail. Team player. Ability to multi-task. Seeks innovative and creative ways to improve processes. Excellent time management skills. Ability to communicate with staff and payroll vendor. Demonstrates great customer service.

APPLICATION PROCESS: Please visit our website at www.tricountyri.org to view our current openings. Click on the Job Opportunities link on the bottom of the page; click on “To view all available employment opportunities, click HERE”.

Tri-County Community Action Agency is an Equal Opportunity and Affirmative Action Employer. Tri-County is committed to treating all applicants and employees fairly based on their abilities, achievements, and experience without regard to race, color, national origin, religion, sex, age, disability, veteran status, sexual orientation, limited English proficiency (LEP), gender identity, or any other classification protected by law.