

Payroll and Benefits Specialist

Classification: Hourly, Non-Exempt

Reports to: Chief Financial Officer

PURPOSE: The individual in this position is under the direction of the Chief Financial Officer. The Payroll and Benefits Specialist is responsible for preparation of payroll and all related duties, and assisting the CFO.

ESSENTIAL FUNCTIONS:

- Operation of all office equipment including knowledge of computers.
- Maintains and monitors personnel records as required by State, Federal, and agency regulations.
- Preparation of accounts payable as directed by the CFO.
- Maintains financial revenues and expenditures according to established policies and standard accounting procedures and practices.
- Emphasis is placed on the ability to maintain confidentiality.
- Gather information on hours worked for each employee
- Calculate the correct amount incorporating overtime, deductions, bonuses etc. with assistance of a computer system
- Receive approval from upper management for payments when needed
- Prepare and execute pay orders through an electronic system or distribute paychecks
- Administer statements of payment to personnel either electronically or on paper
- Process taxes and payment of employee benefits.
- Keep track of hour rates, wages, compensation benefit rates, new hire information etc.
- Address issues and questions regarding payroll from employees and superiors
- Prepare reports for upper management, finance department etc.
- Fills in with other office duties, such as greeting customers and answering phones as needed.

REQUIRED ABILITIES AND CONDUCT:

- Above average ability to work with numbers. Ability to work accurately with detailed instructions.
- Ability to work within set guidelines.
- Ability to manage multiple work tasks and complete assignments within designated time lines.
- Proven experience as payroll specialist or payroll manager
- Solid understanding of accounting fundamentals and payroll best practices
- Very good knowledge of legislation and regulations of the field
- Proficient in MS Office and good knowledge of relevant software and databases
- Trustworthy, with attention to confidentiality
- Outstanding organizational ability with great attention to detail
- Experience and proficiency with computer operated accounting systems and office equipment.
- Ability to communicate effectively both verbally and in writing.
- Knowledge in accounting, business operations including payroll and benefits.
- Ability to adjust to change and to work harmoniously with others in providing a team work approach to Step Forward Activities, Inc.

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QUALIFICATIONS:

- Over 18 years of age.
- Possess a valid Oregon driver's license.
- Pass various State mandated tests, including criminal background investigation and others as may be deemed necessary.
- Type 45 words per minute accurately.
- Excellent communication skills
- High school diploma or equivalent; BS/BA in business, accounting or relevant field is a plus
- Ability to perform within the guidelines of this document.
- Knowledge of the English language sufficient to read, write, speak and otherwise interact with program participants, co-workers, and general public in a professional and clearly understood manner and complete documentation as required by State & Federal laws and regulations.

PERFORMANCE STANDARD:

- Works scheduled days and hours.
- Ability to work without close supervision.
- Works professionally and harmoniously with co-workers, supervisors, management, support personnel, and program participants.
- Makes good use of time, fulfilling assigned tasks in a timely manner.
- Utilizes positive and constructive attitude toward resolution of problems and conflicts.
- Accepts direction, criticism, and supervision.
- Demonstrates ability to remain calm in demanding situations.
- Performs other duties as assigned.

SUPERVISOR: Chief Financial Officer