POSITION DESCRIPTION

Job Title: Accounting Associate – Payroll
Reports To: Director of Accounting

GENERAL DESCRIPTION:

The Accounting Associate–Payroll will be primarily responsible for all aspects of payroll for full time employees. This position’s responsibilities also include accounting for employee benefits and assisting with month end accounting procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Payroll
- Process monthly payroll through payroll processor, ADP
- Maintain documentation of payroll changes and provide to Accounting Manager each pay period for approval
- Monthly, import payroll data to general ledger system, Sage MIP
- Quarterly, reconcile the 941 payroll reports
- Annually, prepare all necessary data needed for processing year end W-2’s for all employees
- Process employee new hires and terminations as they occur

Benefits
- Work with Human Resource Manager to accumulate and process data relating to employee benefit enrollment and related premium charges
- Review payroll each pay period for any changes in benefit premium charges
- Review and submit benefit invoices for payment to Accounting Manager
- Import allocation of benefit charges to the general ledger system, Sage MIP
- Work with Human Resource Manager on any projects relating to benefits

Month-End Accounting
- Prepare monthly journal entries to record Support Services fee transfers and various additional monthly entries
- Perform initial recon
- Ciliation of financial reports, processing journal entry corrections as needed
- Work with Accounting Manager and Consultant CPA to reconcile accounts and prepare monthly financial reports

QUALIFICATIONS:
- A Christian active in a local evangelical church
- Proficient in MS Office, advanced in Excel, required
- Proficient in internet access and email communications, required
- Prior experience with ADP Workforce Now platform, preferred

KNOWLEDGE, SKILLS & EXPERIENCE:
- Bachelor of Science in Accounting, preferred
- Prior work experience within a non-profit environment, preferred
- Detail oriented and organizational skills
- Oral and written communication skills including correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Ability to work in a fast-paced environment

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