



## POSITION DESCRIPTION

**Job Title:** Assistant Director of Accounting - Payroll

**Reports To:** Director of Accounting

### GENERAL DESCRIPTION:

The Assistant Director of Accounting-Payroll is primarily responsible for all aspects of payroll. This detail-oriented individual will take full ownership of the position, possessing knowledge of payroll policies and procedures. This position requires an excellent communicator that displays a positive, proactive attitude, strong organizational skills, and the ability to prioritize and multi-task.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### *Payroll*

- Process monthly payroll through payroll processor, ADP
- Maintain documentation of payroll changes and submit to Director of Accounting each pay period for approval
- Quarterly, reconcile 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 HR Benefits Admin to accumulate and process data relating to employee withholding for benefit enrollments and related premium charges
- Review payroll each pay period for any changes in withholding amounts for benefit premium charges
- Work with Human Resource Manager on any projects relating to benefits

#### *Month-End Accounting*

- Prepare monthly journal entries to record workers compensation expense allocation based on payroll earnings
- Perform reconciliation of taxable reimbursements from the accounting system to be used for processing manual check entries in ADP

#### *State Filings*

- Prepare quarterly workers compensation reports for monopolistic states
- Perform reconciliation of the payroll control account to be used for processing manual check entries in ADP
- Work with Accounting Manager and Consultant CPA to reconcile accounts and prepare monthly financial reports

#### *Budget Process*

- Prepare budget worksheets for Campus Ministers, Campus Staff and National Staff
- Initiate and monitor all communications during the annual Budget Process
- Track receipt of approved budgets and pursue timely receipt of all budgets
- Update payroll system for new compensation information
- Upload new budget information in accounting system



**QUALIFICATIONS:**

- A Christian active in a local evangelical church
- High level of proficiency in Microsoft Office, advanced in Excel, required
- Prior experience with ADP Workforce Now platform, preferred
- Prior work experience within a non-profit environment, preferred
- Associate's Degree or higher in Accounting or related discipline, preferred

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations
- Extreme attention to detail for all tasks
- A self-motivated individual who can work under stress and meet deadlines
- Works well in a supportive role with a team mentality but can also take ownership of the role
- A positive attitude and open mind that approaches problems from all angles
- Exceptional work ethic, with strong values and principles - takes opportunities to go above and beyond
- Ability to process large amounts of data with high attention to detail and accuracy
- Ability to thrive in a deadline-driven environment

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