



POSITION DESCRIPTION

Job Title: Accounting Associate - Payroll & Budget
Reports To: Assistant Director of Accounting-Payroll

GENERAL DESCRIPTION:

The Accounting Associate-Payroll & Budget will be primarily responsible for administering payroll for full-time employees. This role also supports accounting functions related to budget management and monthly accounting procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Payroll

- Process monthly payroll through payroll processing system (ADP).
- Maintain documentation of payroll changes and submit them to the Assistant Director of Accounting for timely approval each pay period.
- Prepare the monthly payroll import into the general ledger system (Sage MIP).
- Reconcile quarterly Form 941 payroll reports.
- Prepare and compile the required data for annual year-end W-2 processing for all employees.
- Collaborate with the HR team to support payroll-related aspects of employee onboarding and offboarding.

Budget

- Coordinate and facilitate the annual budget preparation process for Field Staff and National Staff budgets.
- Maintain and update budgets throughout the year as adjustments are requested.
- Prepare monthly budget analysis and reporting.

Month-End Accounting

- Review monthly payroll reports for accuracy.
- Prepare monthly Workers' Compensation allocation.
- Prepare quarterly Workers Compensation reports for monopolistic states.

QUALIFICATIONS:

- A committed Christian actively involved in a local evangelical church.
- Proficiency in Microsoft Office, with advanced Excel skills required.
- Proficiency with internet-based systems and email communication required.
- Experience with ADP Workforce Now platform preferred.

KNOWLEDGE, SKILLS & EXPERIENCE:

- Bachelor's degree in Accounting preferred.
- Previous experience working in a non-profit environment preferred.
- Strong attention to detail and organizational skills.
- Strong written and verbal communication skills, including proper English grammar, spelling, punctuation, and vocabulary.
- Effective interpersonal skills, including tact, patience, and courtesy.
- Ability to work efficiently in a fast-paced environment.

COMPENSATION AND BENEFITS

- Salary: \$48,000 - \$52,000
- Benefits: RUF medical plan; \$1,200 employer-funded HSA; 403(b) with 6% employer contribution (no match required), life insurance, and long-term/short-term disability.