



Job Description

Job Title: Payroll Administrator

Reports to: Controller

Overview: The Payroll Administrator is the first point of contact for employees regarding time, attendance and payroll. S/he is responsible for the timely and accurate delivery of the biweekly payroll and all related recordkeeping and reporting. The Payroll Administrator provides accounting support to the fiscal unit. Specific responsibilities include:

Responsibilities:

- Payroll: Processes the biweekly payroll, including reviewing timesheets and entering timesheet data, verifying the check register, labor distribution, taxes, pension, and all employee deductions. Reviews and downloads biweekly payroll and GL Audit reports, prepares all payroll related vendor check requests and uploads and maintains accrual information that appears on employee timesheets. Prepares and maintains all related payroll records and reports including quarter and year-end reconciliations, and year-end processing and review and issuance of W2's;
- Benefits Administration: Works closely with the Human Resources Manager and assists with the administration of the agency's benefits program including health insurance, life insurance, 403(b) pension plan, short and long term disability, flexible spending, and transit cheks programs. Maintains accurate deductions and processes vendor invoices for transit cheks and pension loans. Prepares worksheets needed for the annual pension non-discrimination testing;
- HRIS: Enters payroll and tax related data into the HRIS, as well as termination information. Helps protect the integrity of personnel records. Acts as liaison with HRIS and tax service provider; and
- Other Responsibilities: Responsible for all payroll related filing, processing garnishments, cross training designated backup to administer and process time and attendance and payroll, maintains knowledge regarding Ceridian payroll processing and stays abreast of any changes, and any other duties as may be requested by the Controller.

Position entails a 35 hour a week commitment from Monday - Friday between the hours of 9:00 am and 5:00 pm.

Qualifications:

- Bachelor's degree or equivalent work experience;
- A minimum of 3 years experience in the payroll field;
- Excellent verbal, written communication and interpersonal skills;



- Strong attention to detail;
- Excellent computer skills including HRIS and automated payroll (Ceridian web-based preferred), word-processing (MS Word) and spreadsheet (MS Excel) applications; and
- Certified payroll professional and some non-profit experience preferred.

Salary: Commensurate With Experience

How to apply: E-mail cover letter and resume with salary history and requirements in Rich Text Format (RTF) or Word 2002 format to **casesjobs@cases.org**. Please list the title of the position you are applying for in the subject line. No phone calls please. Only applicants selected for interviews will be contacted.

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