



ALTCEW JOB POSTING | 11/4/21

Position Title: Accountant II Payroll Administrator

Department: Accounting

Our Mission: As an Area Agency on Aging we promote well-being, independence, dignity, and choice for older persons and all individuals needing long-term care in our five-county area.

Benefits and Well-Being: This position is full time at 37.5 hours per week. We provide a hybrid (remote and in-office) work environment. We offer a wide variety of benefits including medical, dental, vision, long-term disability and life insurance. Generous paid vacation and sick leave, 11 paid holidays, Washington Department of Retirement Systems pension/retirement plan and FSA accounts and more.

Our Culture: Our agency possesses a positive, welcoming environment. We provide a variety of wellness services, foster employee engagement through peer recognition and regular staff social activities, and pursue diversity initiatives. Our employee assistance programs foster health and well-being. Employees are regularly offered opportunities to socialize together, and volunteer in the community.

Position Overview

Responsible for managing all aspects of payroll, payroll taxes and employee benefits processing and accounting. Responsible for reviewing payroll software and implementation and integration of all payroll and accounting systems. May supervise and provide oversight for Accountant I position. Under supervision of Accountant III.

Essential Functions and Responsibilities include the following. Other duties may be assigned.

- Responsible for accurate payroll preparation and processing
- Responsible for managing and implementing or integration of all payroll related software including adding and training new employees
- Maintains payroll information by designing systems, directing the collection, calculation, and entering of data
- Assists the Accounting and Contracts Director with processing and documenting payroll process changes by writing and updating policies and procedures
- Works alongside HR Manager to ensure systems and processes are in alignment
- Determines payroll liabilities by approving the calculation of employee federal and state income and social security taxes, and employer's social security, unemployment, and workers compensation payments

- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages
- Responsible for maintaining payroll bank account and resolving discrepancies
- Provides payroll information by answering questions and requests
- Responsible for assisting Accounting Manager in general ledger reconciliation related to payroll liabilities
- Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions
- Maintains employee confidence and protects payroll operations by keeping information confidential
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Cross-trained to cover various accounting and contracts processes including fiscal monitoring of Federal and State contracts
- Contributes to team effort by accomplishing related results as needed

Environmental Factors

May sit for long periods of time, often at computer terminal. Work is indoors. Requires good finger dexterity for data entry and data input. Strong written, verbal and listening communication skills.

Skills, Knowledge and Abilities

Knowledge and ability to apply accounting principles and procedures. Knowledge of accounting codes, classifications and terminology pertinent to technical accounts maintenance activities. Knowledge and experience with Human Resources, Payroll and Accounting related software, including advanced Microsoft Office skills. Ability and skills to make mathematical computations with speed and accuracy using a 10-key machine by touch. Ability and skill to perform accounting entries with accuracy.

Ability to understand and execute oral and written instructions. Ability and skills to prepare payment vouchers and preliminary state billing reports. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Ability to establish and maintain effective working relationships with co-workers, supervisors, and the general public. Ability to analyze and/or reconcile accounts.

Minimum Qualifications

Bachelor's degree in accounting or closely related field, or AA degree in accounting with two years relevant experience, or three years accounting or bookkeeping experience. Must meet the skills, knowledge and abilities previously listed.

Starting pay: \$54,376

Application Deadline: December 15. **Diverse applicants encouraged to apply.**

Apply at: www.altcew.org/employment-opportunities. Call 458-2509 for assistance in applying.