

FINANCIAL ASSISTANT
PAYROLL

Category - Administrative Services
Type –Non-Exempt

Basic Function: Performs activities relating to the daily maintenance of the Agency's payroll and benefit records under the administrative direction of the Business Office Supervisor. Is supervised and evaluated by the Business Office Supervisor.

Specific Responsibilities:

1. Prepares the Agency's payroll and related reports.
2. Coordinates the Agency's employee benefits and payroll deduction program.
3. Utilizes and maintains the payroll and human resources module of the current accounting software.
4. Prepares payroll reconciliation work papers.
5. Prepares payroll tax returns.
6. Assists in those activities necessary for the accurate and timely preparation of the Agency's financial statements.
7. Assists in the development of the Agency's annual budget.
8. Provides or assists in training of others using the current computer software and spreadsheet applications.
9. Serves as backup for all daily functions of the Business Office.
10. Completes all annual training requirements.
11. Performs all other duties as assigned.

Minimum Education/Experience

Verifiable documentation of education. Associate's degree in accounting or comparable demonstrated skill development and two (2) or more years of general accounting experience. Proficient in spreadsheet applications and accounting software. Experience with persons with developmental disabilities and other physical and mental challenges preferred.

Rev. 5/2004
Rev. 12/2005
Rev. 5/2007
Rev. 08/2011
Rev. 02/2013