



# Job Description

## General Information

**Position Title:** Payroll & Accounts Payable Specialist      **Department:** Business Office      **Date:** April 2014

**Reports to:** Assistant Controller

**Location:** Spencer House

**FLSA Classification:**  
(circle one)  
Non-Exempt (Hourly)  
Exempt (Salaried)

## Position Summary

This position is responsible for a broad range of general accounting and payroll tasks including, but not limited to, the timely, efficient, and accurate processing of weekly, bi-weekly, and monthly payrolls, employee payroll record and file maintenance, generation of records for annual tax forms and filings, assisting with unclaimed property filings, research, and expense analysis. Prepares employment verifications and maintains confidential payroll files.

## Responsibilities (Essential Functions) Include % of time spent for each Essential Function

- 40% Utilizes database software to prepare weekly, bi-weekly, and monthly payroll disbursements. Reviews timesheets and special payment forms for authorized signatures, correct general ledger account numbers, appropriate documentation and supporting backup. Performs follow-up on any missing information. Enters timesheets and special payments in the payroll software. Calculates and inputs payroll deductions. Prints payroll checks and creates/transfers files pre-note, direct deposit and positive pay files to the bank.
- 20% Creates and maintains payroll files including employment information, tax withholding forms, direct deposit forms, etc. Enters new hire and payroll change information (e.g. tax withholding, direct deposit, deductions, etc.) in the payroll software. Assists international employees with the online tax compliance system and ensures receipt of required documentation prior to payment.
- 15% Performs payroll quality assurance audits including but not limited to:
  - Reviews new hire data entry for accuracy and supporting documentation. Verifies all employees are set-up for tax withholding, online pay advices, etc.
  - Reviews benefit and deduction changes including enrollment date, pay period amount, etc.
  - Verifies payroll totals from the payroll spreadsheets to the payroll detail reports and registers.
  - Matches printed checks to the payroll check register and distributes checks on time, noting special handling and mailing instructions.
- 10% Prepares payroll vouchers for payment by accounts payable. Enters invoices and vouchers in the accounts payable software, establishes type of payment, and correct vendor #. Verifies authorized signatures, correct general ledger account numbers, discounts, absence of sales tax, appropriate documentation and supporting backup. Performs follow-up on any missing information.
- 10% Assists with corporate credit card journal entries and verifies appropriate documentation and supporting backup, authorized signatures, and correct general ledger account numbers.
- 5% Other responsibilities including but not limited to:
  - Prepares payroll spreadsheets and journal entries. Processes Federal and State tax deposits online.
  - Prepares general ledger account reconciliations for payroll and related clearing accounts.
  - Inputs manual checks, void, stop pay, and reissue checks as needed.
  - Identifies, researches, and troubleshoots check status, exception items, out-of-balance transactions, returned direct deposits, positive-pay discrepancies, old outstanding items, etc.
  - Assists supervisor with projects including but not limited to department of labor reports, payroll tax returns, electronic W-2 consent, year ending tax forms, and unclaimed property filings.
  - Compiles salary history for bank employment verifications.
  - Performs all other duties as assigned.





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Lifting 0-10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 11-25 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 26-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 51-75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting over 75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying				
Please indicate the daily carrying requirements of the job	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Carrying 0-10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying 11-25 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying 26-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying 51-75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying over 75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Longest distance carried (in feet) \_\_\_\_\_

Heaviest item carried (in lbs.) \_\_\_\_\_

Other			
Please indicate if your job requires:	YES	NO	If yes, please describe
Driving cars, trucks, forklifts, etc.		<input checked="" type="checkbox"/>	
Working around equipment & machinery		<input checked="" type="checkbox"/>	
Walking on uneven ground		<input checked="" type="checkbox"/>	
Exposure to excessive noise		<input checked="" type="checkbox"/>	
Exposure to extreme temperatures or humidity		<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes or chemicals		<input checked="" type="checkbox"/>	
Working at heights		<input checked="" type="checkbox"/>	
Operation of foot controls		<input checked="" type="checkbox"/>	
Repetitive foot movement		<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment		<input checked="" type="checkbox"/>	
Working with bio-hazards (sewage, hospital waste or blood borne pathogens)		<input checked="" type="checkbox"/>	

**Please list any other Physical requirements that you feel are important to performing this position:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reviewed and Approved:  
(Sign and Date)**

**Department Manager/Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Director/VP:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Union Representative (If Applicable):** \_\_\_\_\_

**Date:** \_\_\_\_\_