



## Job Description

### PAYROLL & DISBURSEMENT ACCOUNTANT

#### JOB SUMMARY

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The Payroll and Disbursement Accountant is a key member of the Willow Domestic Violence Center Team and is responsible for accounts payable, payroll processing and recordkeeping, assistance with 401K administration, and ad hoc general ledger analysis support. A keen attention to detail and strong time management skills are essential. Hours have some flexibility (32-37.5) dependent on the needs of the candidate. Work from home available up to 50% of scheduled hours.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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##### FINANCE

- Accounts payable and weekly check run, vendor records and documents, W-9's and prep of Form 1099's
- Reconciliation of agency credit card accounts to include monitoring account balances on a weekly basis
- Quarterly grant timesheets and payroll reports to assist vouchering
- Maintains financial historical records by filing A/P, A/R documents, some paperless
- Assist with grant financial reports as necessary primarily through pulling essential vouchers for billing purposes.
- Monthly review of general ledger expense activity to identify potential misclassifications
- Maintain up to date employee reimbursement policies and procedures
- Ad hoc analysis for V.P. of Finance and Administration

##### PAYROLL

- Biweekly payroll processing for approximately 80 employees
- Implements, maintains, and reviews payroll processing and accounting systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Prepares and maintains accurate records and reports of payroll transactions.
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Facilitates audits by providing records and documentation to auditors.
- Shared Administration of ADP web-based payroll platforms and time clock
- Calculation of fiscal year-end employee PTO and EIB balances
- Ensure coding accuracy of all payroll related journal entries prior to releasing entry to Grant and General Ledger Accountant

##### 401K ADMINISTRATION ASSISTANCE

- Initiate monthly 401K profit sharing contribution in Paychex Flex
- Update 401K system for new hires and terminations in Paychex Flex
- Submit bi-weekly 401K information to Paychex Flex
- Perform periodic audits of the information in the Paychex Flex system
- Initiate quarterly information emails to employees concerning availability of their information in Paychex Flex or as otherwise required by law

#### OTHER DUTIES AS ASSIGNED

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- Attend and participate in agency trainings and staff meetings as required.
- Completes all job functions ethically and in a culturally competent manner.
- Any other duties as may be assigned.

## REQUIRED QUALIFICATIONS

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- ✔ Associates degree in Accounting or related field required.
- ✔ A minimum of three years of accounts payable and bookkeeping experience is necessary; more is preferred
- ✔ A working knowledge of general ledger accounting, excellent math skills, the ability to analyze information and to report results are essential
- ✔ Ability to use discretion or judgment, while keeping alignment with agency values, operating procedure, and culture where applicable.
- ✔ Maintain confidentiality and complete all job functions ethically and in a culturally competent manner.
- ✔ Advanced Excel user preferred (macros not required)
- ✔ Busy workplace requires exceptional organizational and time management skills
- ✔ Excellent communications skills (verbal and written)
- ✔ Exposure to payroll processes and systems is required; payroll processing experience (electronic system) is preferred
- ✔ Prior use of multiple accounting systems helpful; experience with Blackbaud Financial Edge, & ADP a plus

## ADDITIONAL INFORMATION

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- ✔ Department: Administration
- ✔ Location: Strong Todd Building
- ✔ Reports to: VP of Finance & Administration
- ✔ Hours/Status: Full-time/Non-Exempt

## HOW TO APPLY

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Submit cover letter and resume by mail, email:

◦Mail: P.O. Box 39601, Rochester, NY 14604      ◦ Email: [HR@willowcenterny.org](mailto:HR@willowcenterny.org)

Be sure to indicate which position you are applying for in the subject line.

No phone calls please.

***We offer a generous benefits package including health and dental insurance, paid time off, and a 401k retirement plan.***

*Willow Domestic Violence Center is an Equal Opportunity Employer*

Willow Domestic Violence Center is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. Willow Domestic Violence Center will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.