

Job Title:	Payroll Assistant/Clerk	FLSA Status:	Non-Exempt
Department:	Accounting	Prepared Date:	November 2016
Reports To:	Accounting Manager		

All employees are expected to represent the J's Vision, Mission, and Values while conducting their job duties:

Vision: The Stroum Jewish Community Center will inspire connections that build community and ensure Jewish continuity. Mission: Together we celebrate outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture. Values: K'lal Yisrael (Jewish Peoplehood), Hachnasat Orchim (Welcoming Everyone), Limud (Learning), Simcha (Joy), Derech Eretz (Respect and Common Courtesy), Shmirat haNefesh v'haGuf (Taking Care of Oneself, Body and Soul), Kehillah shel Chaverim (A Community of Friends).

Position Summary:

The primary purpose of this half-time position is to process the payroll and assist in the employee benefits function.

Essential Duties and Responsibilities:

Payroll:

- Processes the organization's semi-monthly payroll and compiles payroll data to maintain accurate payroll records.
- Prepares and issues paychecks.
- Prepares payroll reports for Accounting.
- Audits payroll information and personnel files for accuracy.
- Develops, updates, issues and maintains payroll forms.
- Processes all employee status changes.
- Processes and analyzes payroll and employee expenses.
- Maintains and audits staff vacation, sick and paid time off balance schedules.
- Updates all salary and benefit information annually and as needed.
- Prepares reports of headcount, earnings, taxes, deductions and other payroll elements as needed.
- Prepares and reviews all new hire, termination and leave packages submitted by each department.
- Performs related duties as necessary: background checks for all new hires, verifications of employment and unemployment claims as needed.
- Participates in problem solving and special projects within the Payroll Department.
- Other duties as assigned by supervisor.

Benefits Administration:

- Prepares, updates, issues and maintains benefit forms.
- Prepares, updates, reviews and maintains all new hire benefit packages.
- Provides new hire orientation for all benefit information to all eligible staff.
- Assists with the annual benefits open enrollment process.
- Updates benefit information in the payroll and benefit systems annually.
- Assists staff on resolving any issues related to insurance or other benefits.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

Associate's degree (A. A.) or equivalent from two-year College or technical school; or one to two years related experience and/or training; or equivalent combination of education and experience

Previous experience and/or current skills must include: Effective interpersonal skill; demonstrated ability to work effectively, both independently and as part of a team; must have flexible schedule to accommodate the semi-monthly payroll schedule; and knowledge of payroll practices and procedures.

Computer Skills:

Working knowledge of Microsoft Word, Excel, and Outlook is required; knowledge of payroll systems software a plus.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands and Work Environment:

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The incumbent could carry materials weighing up to 25 lbs.

Environmental Conditions: The work is typically performed in an office environment, with a moderate noise level.