

Job Description –Payroll/AP Specialist

Standard Work Schedule:

- Monday through Friday – hours vary (tbd)
- 20-29 hours per week

Requirements

- Accounting/business degree or equivalent experience
- Minimum three to five years experience with payroll and accounts payable
 - Previous experience with ADP and Concur desired
- Excellent organization, attention to detail and follow up skills required
- Strong communication and interpersonal skills
- Ability to lift up to 50 lbs. (retention filing etc.)
- Use of the following tools to support job function:
 - Microsoft Windows and Microsoft Office products (Outlook, Word, Teams etc.)
 - Internet web access and Outlook
 - Highly proficient with Excel spreadsheets
 - Payroll processing software knowledge (ADP)
 - Accounts payable software knowledge (Concur)
 - General ledger familiarity (Shelby)
 - Proficient in use of 10 key calculator and keyboard

Responsibilities

- Manage all payroll functions including:
 - Input and/or review new employees in ADP Time and Attendance
 - Liaison between time clocks and ADP
 - Maintenance of employee records
 - Oversee input of biweekly hours/salary/PTO
 - Account analysis – reconcile GL accounts related to payroll, Input of payroll to general ledger system
 - Production of reports
 - Payment of net payroll, taxes and benefits through ADP
 - Review and distribution of annual W-2s
 - Retention of appropriate records
 - Answering management/employee questions
 - Troubleshoot and resolve any payroll issues

- Manage all accounts payable functions including:
 - Oversight of Concur and its processes
 - Upload Concur activities into Shelby
 - Maintenance of vendor records
 - Maintain recurring funds requests
 - Filing of records
 - Production of annual 1099s
 - Production of reports as needed
 - Management of credit card program through Concur
 - Account analysis

- Other responsibilities
 - Manage petty cash (along with other team members)
 - Financial Services department team member backup as assigned by manager
 - Proactively provide positive feedback, ideas or recommendations to manager that benefit the organization as a whole

Development and Performance Management

- Formal performance review will be held at least once a year
- Training and development will be determined with manager and Human Resources