



JOB DESCRIPTION

JOB TITLE: PAYROLL SPECIALIST

STATUS: Full-Time Non-Exempt

Job: Code: ADMIN-0424

Date: April 2024

Salary Range: XXX

Job Summary:

The Imprints Cares Payroll Specialist serves as an ambassador to Imprints Cares. Imprints Cares is an early childhood education nonprofit, our mission is to enrich the lives of young children while supporting families on their journey through parenthood. The Payroll Specialist will be responsible for accurately processing payroll on a timely basis, ensuring compliance with all relevant regulations, and providing support to employees regarding payroll-related inquiries.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Essential Functions:

- Process payroll accurately and timely using our payroll software/system.
- Calculate wages, overtime, deductions, and bonuses.
- Complete workman's compensation reports due each payroll as well as quarterly reports.
- Ensure compliance with federal, state, and local payroll regulations and tax requirements.
- Handle payroll inquiries from employees regarding pay, deductions, and taxes.
- Maintain accurate records of employee information, including new hires, terminations, and changes in pay rates or deductions.
- Reconcile payroll data to ensure accuracy and completeness.
- Generate payroll reports for management as needed.
- Collaborate with HR and accounting teams to ensure accurate payroll accounting and reporting.
- Stay updated on changes in payroll regulations and best practices.
- Assist with administrative duties, preparing meeting material, and logistics for meetings as needed.
- Works with the leadership team to effectively manage special projects, while also serving as a project manager for organization wide events as needed.
- Orient new hires to payroll system including navigating employee payroll and benefit information including timeclock and timekeeping in payroll software.
- Assist, verify and confirm payroll each pay period with departmental leadership and process payroll within payroll system, then report payroll to executive leadership.
- Other duties as needed

Core Competencies:

The above list of duties is intended to describe the general nature and level of work performed by people assigned to this classification. Supervisors may modify responsibilities of employees under his/her supervision.

- Ability to work collaboratively with all staff and leadership and foster strong relationships within the community.
- Well-developed administrative, planning, and project-management skills.
- Excellent written, oral, and interpersonal communication skills with the ability to work professionally, courteously, and effectively with a wide range of stakeholders in a diverse community.
- Exceptional organizational and time-management skills, often with multiple simultaneous tasks to effectively prioritize.
- Extremely detail-oriented in coordinating activities, balancing workflow, and managing resources.
- Demonstrates integrity with a strong work ethic; takes initiative, can anticipate future needs, and can work independently and under minimal supervision.
- Adherence to confidentiality of sensitive information in accordance professional ethics.
- Technology: Operate computers programmed with database software for accounting, payroll, scheduling, communications, etc.
 - Accounting Software – QuickBooks Advanced Online Non-Profit or QuickBooks Enterprise Non-Profit
 - Office Software – Microsoft Office P365, heavy use of Outlook and Excel

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in Accounting, Finance, Business Administration, or related field preferred.
- 2+ years of experience in payroll processing or related field.
- Proficiency in payroll software/systems (experience with Paycom and QuickBooks a plus)
- Strong understanding of payroll regulations, tax laws, and compliance requirements.
- Excellent attention to detail and accuracy.
- Strong organizational and time management skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively in a fast-paced environment.

REPORTING RELATIONSHIP:

The Payroll Specialist will report directly to the Business Operations Director with a secondary reporting obligation to the Executive Director of Imprints Cares.

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