
Position Information: FISCAL/PAYROLL MANAGER

Supervised by: Fiscal Director/Human Resources Director

Supervises: Does not supervise others

Salary: Manager I

Classification: Non-Exempt

Terms of Employment: Regular Part Time

Job Goal:

The goal of this position is to, under the direction of the Fiscal Director and Human Resources Director, process employee payroll; provide benefit information to new and current employees; coordinate employee benefits; and assist in resolving employee benefit, retirement, reporting and reconciliation issues. Invoice on behalf of grant & contracts in accord with established contract routing process.

Payroll Administration Responsibilities:

- Administer all aspects of payroll utilizing UMCHS' accounting system which includes computing and transmitting information
 - Process and document all employee payroll changes
 - Compile time sheets, code to appropriate grants, update ACH batches and transmit direct deposit information through checking account
 - Process Payroll Payables (Retirement, Health Insurance, etc.) in a timely and accurate manner
 - Distribute payroll information to employees upon request in a timely manner
 - Compute sick leave pay-off twice a year through payroll system
 - Manage garnishments in a respective manner with communication to employees/creditors and process accurately in the payroll system
 - Provide Executive Director with monthly payroll distribution reports and adjust any corrections as needed
 - Implement and maintain time sheets for all employees
 - Create and/or maintain accurate grant splits for all employees in the payroll system
- Ensures the timely production and distribution of W2s
- Maintain accurate and complete employee leave balances and make corrections in leave file and payroll system when there are discrepancies or justified adjustments
- Reconcile Payroll General Ledger Accounts
- Analyze Time Studies (incl. WIC) for determination of estimated and used grant payroll allocation
- In conjunction with the Fiscal Director, pay the state and federal payroll taxes
- Respond to wage verification of employment (VOE) inquiries (e.g. employee wage verifications, court ordered adjustments, worker's compensation claims, etc.) in a timely manner

Benefit Administration Responsibilities:

- Administers employee benefit programs (Health, Dental, Supplemental, Life, and Retirement)
 - Be the primary contact for benefits enrollment and record maintenance
 - Conduct new employee benefit orientations and notify new/existing employees on benefits information
 - Distributes and reviews benefit enrollment forms for accuracy and coordinates enrollment

- and other processing requirements with third party administrators in a timely and efficient manner
- Acting as a liaison between all health plan representatives and employees
- Ensures compliance with COBRA guidelines and processing benefits separations in a timely manner so notification can be made to applicable parties for COBRA processing
- Verifies the calculation of the monthly benefit statements for all group insurance and retirement policies and resolves any billing problems with the carrier representatives

Invoicing Responsibilities:

- Responsible for invoicing on behalf of grant & contracts in accord with established contract routing process
- Interface with Community & Oversight Director regarding parameters for invoicing
- Responsible for properly coding and processing expenses and revenues
- Following stand operating procedures as they relate to the timely completion, processing and reporting of invoice activity

General Staff Responsibilities:

Employees of UMCHS aspire to the following:

- A commitment to the agency's mission, vision, and values;
- A commitment to equipping children and all who care for them for lifelong success
- A commitment to excellence in everything we do;
- A commitment to positive performance and a welcoming culture;
- A commitment to outcomes, measured results and quality improvement;
- A commitment to innovation and to what is possible.
- Program Participation and Team Member
- Be present at work in order to provide consistency of services
 - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
 - Be a respectful, cooperative, and reliable team member and participant in program activities.
 - Project a professional work image, both in dress and manner.
 - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
 - Perform all work in compliance with UMCHS Standards of Conduct.
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or any other duties deemed necessary by your supervisor

Education Requirements:

- AA or BA in Accounting or related field preferred (could be substituted by relevant experience)

Experience and Skills Requirements:

- Two years of accounting/payroll experience
- Experience with or working knowledge Accounting Software.
- Knowledge of federal, state, and local laws, regulations and guidelines related to assigned work
- Knowledge of payroll principles, practices and methods
- Experience in employee benefits procedures
- Extensive experience in using Microsoft Office

- Adequate means of transportation

Physical Requirements:

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Sit for long periods of time with daily use of computer screen;
- Do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.;
- Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
- Occasionally required to stand, walk and reach with hands and arms;
- Occasionally lift and/or move up to 10 pounds

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work Environment/Conditions:

Work is normally performed in a typical interior/office work environment.

Job tasks are performed in close physical proximity to other people

Safety:

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

Agency-Wide Requirements:

- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV Record check will be conducted prior to hire.
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

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