

Northern California Conference  
**Job Description**

<b>DATE:</b>	September 2021	<b>Title:</b>	Junior Accountant-Payroll
<b>LOCATION:</b>	NCC Office - Treasury	<b>Wage/Salary:</b>	\$
<b>STATUS:</b>	Full-time/Regular/Non-Exempt	<b>ERI Category:</b>	19
<b>REPORTS TO:</b>	Undertreasurer	<b>Job Code:</b>	<b>Step:</b>

**SUMMARY:** Under direct supervision, the junior accountant-payroll performs all payroll essential duties processed on a bi-monthly schedule as listed below. This position requires strict discretion due to the confidentiality of information managed.

**AUTHORITY/ACCOUNTABILITY:** The junior accountant-payroll is primarily responsible to the undertreasurer and the assistant treasurer-payroll. The junior accountant-payroll will not supervise or oversee any other staff.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

**Payroll Preparation:**

1. Checks timesheets.
2. Maintains and enters any items from payroll tickler file.
3. Checks spreadsheet shared with human resources (HR) for Personnel Actions Request forms (PARs) for employees with outstanding timesheets.
4. Audits all payroll manual entries.
5. Imports timesheets and other schedules into the Adventist Personnel System (APS).

**After Payroll Is Finished Processing:**

1. Scans and emails any substitute teacher timesheets to the education department.
2. Scans all expense reports and saves them to a shared drive for HR (mid-month only).
3. Reconciles taxes and updates tax reconciliation spreadsheet.
4. Researches and corrects all errors from Adventist Retirement Plan (ARP) confirmation email. Sends findings to undertreasurer to correct with ARP.
5. Stamps all processed payroll documentation/timesheets.
6. Scans all payroll documentation backup and timesheets and saves to folder.
7. Files all payroll documentation/timesheets.

**Between Payrolls:**

1. Organizes payroll emails received from HR. Processes any termination/resignation/end of assignment/pay increase PARs as they come in.
2. Answers all payroll emails or forwards them to the proper people.
3. Checks payroll's accountant entries/changes in APS for new/rehire/change PARs.
4. Processes end-of-year reports and assists with workers comp self-audit.
5. Processes replacements for lost checks and W-2s.
6. Answers telephones, emails, and responds to payroll-related questions.
7. Assists with training and implementation of OpenTimeClock.
8. Performs other duties as assigned by undertreasurer and/or assistant treasurer-payroll.

**JOB REQUIREMENT:**

This position requires strict confidentiality. The employee must refrain from accessing confidential information not specifically required for his/her duties. The employee must refrain from releasing confidential information to individuals who are not authorized to receive information and from discussing sensitive information with

coworkers, friends, family members, and other associates without a legitimate “need to know” and/or proper authorization. The employee must follow documented protocols in transmitting confidential information.

### **JOB SPECIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skills, abilities, and physical requirements necessary to perform the job.

#### **Education and/or Experience**

A bachelor’s degree and two years’ experience are desired. (Another equivalent combination of education and experience may be substituted.)

#### **Language Skills**

Must be able to read and write functional English. Must possess the ability to read, analyze, and interpret documents, as well as the ability to respond effectively to very sensitive inquiries and complaints.

#### **Mathematical Skills**

Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must possess the ability to read charts and graphs.

#### **Computer Skills**

Must be proficient in Microsoft Office Suite (Word, Excel, Outlook). Must possess computer literacy for internet research and knowledge of applicable programs and software.

#### **Reasoning Ability**

Must be able to apply principles of logical and scientific thinking to a wide range of intellectual and practical problems. Must possess the ability to deal with nonverbal symbolism and a variety of abstract and concrete variables.

#### **Certificates, Licenses, Registrations**

None required. (Must be a member of the Seventh-day Adventist Church, in good standing.)

#### **Other Skills and Abilities**

Must be able to relate to diverse groups of people (cultural, gender, age, etc.). Must be a team player and be able to work in a team-like environment. Must have good written and verbal communication skills, as well as the ability to listen carefully. Must possess adaptability and demonstrate creative responses to setbacks and obstacles. Must show personal management and motivation to work toward goals. Must demonstrate group and interpersonal effectiveness, cooperation, and teamwork, and be able to negotiate disagreements. Regular attendance is required.

#### **Physical Demands**

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. This job requires the frequent use of keyboard and mouse. The employee must occasionally lift and/or move up to 30 pounds. (Assistance should be requested when lifting requirements exceed 30 pounds.) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **Work Environment**

The work environment is usually an office setting with a moderate noise level. Essential responsibilities are performed primarily in a sedentary and comfortable manner. Work area is well lighted and ventilated. Overtime is not permitted without supervisor's prior approval. A workday is 9.5 hours worked between 7:00 a.m. and 6:00 p.m. Monday through Thursday.

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