

Northern California Conference
Job Description

DATE:	August 04, 2022	Title:	Payroll Accountant
LOCATION:	Northern California Conference	Wage/Salary:	\$
STATUS:	Regular/Part-time (Hourly)	ERI Category:	19
REPORTS TO:	Assistant Treasurer/ Undertreasurer	Job Code:	Step:

SUMMARY: Under direct supervision, processes all payroll data. Upkeep, and user support of electronic time keeping system. Assists with all payroll reconciliations. Responsible for other payroll related processes.

AUTHORITY/ACCOUNTABILITY:

The accountant reports to the Assistant Treasurer/Undertreasurer. The accountant will not supervise or oversee any other staff.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Responsible for data entry of records, changes, new, terminated, (PAR, PACE, documents, etc.).
2. Process monthly reports.
3. Creates ACH for payroll advances and prepares journals.
4. Prepares and process other payroll related journals.
5. Assists with payroll and all employee's accounts receivable reconciliation.
6. Runs ARP report and update changes.
7. Maintains and reconciles PTO accruals.
8. Performs other duties as assigned by supervisor.

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, or 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, skill, ability, and physical requirements necessary to perform the job.

Education and/or Experience

An associate degree in accounting and two-years of 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 inquires or 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 or 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, cooperativeness, 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 - Thursday.

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