

JOB DESCRIPTION



Job Title:	Payroll Specialist	Reports to:	Chief Finance Officer (CFO)
Status:	Full-Time, Regular	FLSA:	Non-Exempt
Department:	Finance	Location:	IRHA Administrative Office
Schedule:	Monday through Friday	Hours:	8 AM to 4:30 PM
EEO-1:	Administrative Support Workers	SOC Code:	43-3051
Approved By:		Date:	

Job Summary: Responsible for timely and accurate preparation and processing of payroll transactions for Interior Regional Housing Authority (IRHA). Complete 941 tax deposits, quarterly and year-end tax reporting and W-2's. Prepares and completes weekly, monthly, quarterly and year-end reporting for various required financial reporting. Assist with year-end audit process.

Essential Functions:

- Collect employee timesheets Ensure employee hours are correctly reported, coded and signed by employee and supervisor.
- Maintenance of internal control procedures to verify that the integrity of pay data is recorded timely, accurately, and properly authorized.
- Enter data into IRHA's payroll program for processing of payroll. Complete payroll process weekly and bi-weekly by printing payroll checks and processing direct deposits.
- Distribute weekly pay checks and bi-weekly pay stubs to employees.
- Process monthly stipend deposits or checks for the Board of Commissioners.
- Maintain files of sign in sheets and weekly check sign off logs.
- Compiles, prepares and submits various payroll related reports and check requests to include but not limited to PERS, Mutual of America, AFLAC, child support, rent, per diem deductions, and other payroll deductions and garnishments.
- Enter and process wage garnishments and tax levies.
- File and maintain supporting payroll documentation and back up of payroll reports such as timesheets, 941 tax reports, and W2's.
- Prepare 941 deposits for each payroll completed. Input data into 941 excel tracking log for reporting purposes.
- Prepare and complete quarterly 941 Employer's Quarterly Federal Tax Return.
- Prepare and complete monthly worker's compensation reporting to insurance carrier in a timely manner.
- Prepare and complete quarterly ESC reporting and payments.
- Prepare and complete monthly union remittance reporting and payments to corresponding unions in a timely manner.
- Prepares responses to all federal, state, local, and third-party requests regarding payroll inquires to include employee earning information when applicable.
- Provide and communicate requested information with banks, IRS and other parties regarding payroll.
- Ensure all payroll files are accurate and complete per compliance of IRHA policies, state, federal and local laws.
- File and purge existing payroll files according to state and federal record retention laws.
- Make changes to accounting system as needed to reflect yearly rate changes are current and up to date, such as PERS, ESC, and union rates.
- Work closely with the Human Resources to ensure payroll activities are being conducted in compliance with IRHA Personnel Policies as well as coordination of new hire data entry and changes to existing employee records when applicable. Ensure payroll rates and positions are accurate.
- Accurately track employee paid leave.

- Ensure information in the payroll system is correct; this may include employee hourly rates, salaries, commissions, bonuses or other compensation, holidays time worked, paid leave, deductions and withholdings, address changes and other information.
- Assist Controller and Chief Finance Officer in reporting activities and payroll reporting as needed for IRHA's financial system budgets and reconciliations.
- Provide excellent customer service internally and externally.
- Coordinate and communicate with management and field personnel on payroll issues and questions.
- Research and respond to payroll related questions as needed.
- Assists external auditors and third-party inquiries with the annual IRHA audits, assembling information regarding payroll for review and answers inquiries.
- Assist Finance department with end of year audit preparation.
- Perform duties in compliance with established policies and procedures of IRHA, as well as Local, State, and Federal laws, rules and regulations.
- Perform all other routine support work in the preparation, processing, and maintenance of payroll related duties and reporting.
- Attend trainings and conferences as requested in regards to job related duties.
- Perform other work-related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of and skill in the application of accounting principles, methods, and techniques.
- Knowledge of and skill in the application of local, state, and federal payroll laws and regulations.
- Ability to learn, interpret and follow payroll law regulations and procedures.
- Ability to organize and maintain a payroll tracking and filing system.
- Ability to use 10 key accurately.
- Ability to perform independently with little direct supervision.
- Possess strong detailed organizational skills.
- Ability to learn customized financial software programs.
- Skill in the use of computers, including accounting software, word processing, database and excel spreadsheet programs.
- Ability to work extensively with written and computerized data.
- Ability to work with a high degree of accuracy and attention to detail, with frequent interruptions and constantly changing deadlines/priorities.
- Ability to prepare clear and accurate financial records, reports, and correspondence.
- Ability to make calculations and tabulations and review fiscal and related documents accurately and rapidly.
- Ability to use excellent grammar and spelling in written communications.
- Ability to accurately perform basic mathematical computations.
- Ability to effectively understand and communicate verbally and in writing with others.
- Ability to develop and maintain working relationships with employees, managers, executive leadership, Tribal officials, State and union officials, etc.
- Ability to work independently, multi-task and set priorities and meet deadlines.
- Ability to maintain a high level of confidentiality.
- Ability to research and analyze various types of data and information.

Supervisory Responsibilities:

None

Qualifications:

- High School Diploma or GED
- Two years of experience working in an accounting position or a bachelor's degree in accounting, non-accounting degree may be substituted for two or more of years' experience. Or an equivalent combination of training and experience may be substituted.

Preferred:

- Associates Degree in accounting or equivalent, Possess Fundamental Payroll Certification (FPC)/ Certified Payroll Professional (CPP) certification.
- At least six months of experience in payroll.

WORKING ENVIRONMENT: The majority of the work is performed in a professional office setting with a wide variety of people in differing functions, personalities and abilities.

PHYSICAL DEMANDS: An individual will be required to work the majority of hours in a general office environment, and will need to be able to quickly respond to a change in work demands. Occasional light lifting (1-25 lbs.) is required. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMODATION: It is IRHA's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.