



JOB DESCRIPTION

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Job Description Title: Payroll/HR Specialist	Department/Program: Fiscal
Reports To (Title): Fiscal Office Manager	FLSA Status: Non-Exempt
Supervisory Position: No	Position Status: Full-Time
Prepared By: Human Resources	Revision Date: April 2022

JOB SUMMARY

Under the supervision of the Fiscal Office Manager and in accordance with the direction and mission of District 7 HRDC, the Payroll/HR Specialist is delegated the responsibility for preparing payroll and some accounts payable; maintaining accounts receivable and assist in the daily cash balance maintenance; preparing monthly, quarterly and annual reconciliations, administration assistance and reconciliation of employee benefits, maintaining employee payroll files; participate in monthly, quarterly and annual closings; and reconciliation, analysis and reporting for assigned funds.

MISSION OF THE ORGANIZATION

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

ESSENTIAL DUTIES

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Handle all aspects of payroll for staff and youth including maintenance of employee files, benefits, payroll system files, and processing of the payrolls. Maintain payroll accounting system necessary for proper cost allocation, benefit administration, payroll taxes preparation, analysis as well as for detection and correction of errors. Assist in maintaining the employee budget records.
- Provide assistance to the Human Resources Manager with the full cycle of employment related tasks including: background checks, employee orientations, benefits administration, terminations, filing, data entry and special projects as needed.
- Process all monthly and quarterly benefit payments; prepare quarterly and annual payroll tax returns, W-2s, 1095's and related worksheets. Communicate verbally and in writing, as necessary, to fiscal team members, vendors, Agency staff, benefit providers, auditors, etc. Prepare quarterly analysis and reconciliation of payroll related liabilities.
- Understand and know personnel policies and procedures relating to payroll, benefits and employee conduct and performance. Administer these policies and procedures in accordance with laws, regulations and in accordance with management's interpretation. Maintain knowledge of the Agency general ledger, tracking of funds by fund type and source, federal cost categories, grant requirements, OMB circulars, tax regulations, ERISA, COBRA, and other applicable regulations.
- Process, maintain and monitor COBRA billings, receivables, correspondence and reconciliations. Assist in the administration of the TSA plan including eligibility, correspondence, terminations and reconciliations.
- Maintain Finance Department supplies and prepaid inventories. Prepare related purchase requests. Assist in annual fixed asset inventory.
- Prepare monthly, quarterly and annual reconciliations of various assigned general ledger accounts, funds and other information necessary for the financial operations of the Agency. Prepare and reconcile assigned monthly closing entries.
- Record Deposits in the accounting system and maintain daily cash logs. Reconcile Petty cash monthly.
- Maintain inventory of basement filing and purge appropriate outdated records in accordance with approved policies.

- When not engaged in payroll duties, will assist other Finance staff under the direction of the Accounting Manager to prioritize the importance and timeline for completion of tasks.
- Cross train in the duties of other Finance Department staff. Cover their duties as appropriate in their absence.
- Complete special projects as assigned. Be flexible in assuming new duties and perform other duties assigned and determined to be productive and efficient for the continuing improvement of the agency.

Additional Knowledge, Skills and Abilities:

- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
 - Maintains professional boundaries with participants;
 - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
 - Demonstrates positive and appropriate interactions with coworkers and management.
 - Contributes to a harmonious and productive work environment.
 - Must be a team player to ensure overall program success.
- Nurtures, builds, and mentors employees to build a cohesive team.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency

MINIMUM QUALIFICATIONS

Education and Experience:

Associates degree and three years of accounting and/or payroll experience, or a Bachelor's degree with one year of accounting and/or payroll experience; or equivalent combination of education and experience to fully meet the minimum requirements for the position.

Other: Accounting experience or equivalent training in the nonprofit industry preferred. Account reconciliation experience necessary. Ability to use a computer, various software (Windows, Excel, Word and Microsoft Office, 10-key by touch,

Licenses and/or Certifications:

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

WORK ENVIRONMENT

The work environment characteristics are typical of that of an office setting.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

I have reviewed this job description and received a copy.

Employee Signature

Date

Supervisor Signature:

Date: