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| **Title**  Payroll & Accounting Specialist | **Department**  Administration |
| **Reports to**  Director of Finance and Accounting | **FLSA Class**  Non-Exempt |
| **Supervises others**  No | **Location**  Phoenix |
| **SHIFT:**  Typical schedule: Monday to Friday, flexible as needed to meet accounting needs. | |
| **POSITION SUMMARY:**  Under the direction of the Director of Finance and Accounting, the Payroll & Accounting Specialist performs financial, administrative and operational activities within the Accounting Department. | |
| **ESSENTIAL FUNCTIONS:**   1. Prepares and processes regular and special payrolls. 2. Researches, tracks and resolves payroll, timecards and tax inaccuracies. 3. Prepares and enters general ledger entries into accounting system to include payroll, accruals, mileage reimbursements, expense reimbursements, allocations, etc. 4. Maintains, researches and reconciles general ledger accounts. 5. Trains staff and management on payroll timekeeping, expense submission, and mileage tracking for reimbursement. 6. Updates and maintains Company Mileage database system. 7. Updates and maintains Call Multiplier system. 8. Acts as backup to Director of Finance and Accounting for approvals and back-office administrator functions within the employee expense reporting system. 9. Acts as a backup to Director of Finance and Accounting in the administration of company programs, rental and lease vehicles, WEX fuel card, etc. 10. Prepares and summarizes data for audit and tax reporting requirements. 11. Complies with and supports internal controls, making recommendations as applicable. 12. Maintains department filling system. 13. Participates in special projects that may involve gathering, reporting and analyzing data. 14. Prepares and processes Accounts Payable for payments. 15. Assists Director of Finance and Accounting with daily accounting activities. | |
| **MARGINAL FUNCTIONS:**   1. Other duties as assigned, verbally or in written form. | |
| **MINIMUM QUALIFICATIONS:**   1. Associates degree in Accounting or Business Administration and three years’ experience performing accounting functions or equivalent number of work experience to equal education. 2. When required, the ability to pass a criminal background clearance check, drug screen, and if requested a physical exam. 3. Must be able to maintain a high level of confidentiality. 4. Must obtain and maintain an Arizona Level One Fingerprint Clearance Card.   **KNOWLEDGE**   1. Strong knowledge of overall company operations and policies and procedures. 2. Strong knowledge of accounting principles and QuickBooks. 3. Strong knowledge of payroll processing procedures.   **SKILLS**   1. Demonstrated ability to manage projects. 2. Ability to function independently and as a member of a team in a multi-task environment. 3. Must have excellent oral and written communication skills. 4. Must have excellent organization and time management skills. 5. Proficient in the use of computers and associated software, MS Excel and QuickBooks   **PERSONALITY/OTHER**   1. Ability to build and maintain positive internal and external relationships. 2. Ability to provide exemplary customer service to all employees and outside constituents. 3. Must be flexible and able to handle multiple priorities, with the ability to adjust to high pressure and rapidly changing business conditions. | |
| **WORK CONDITIONS and PHYSICAL REQUIREMENTS:**  This section identifies "Physical Requirements" of a particular job. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health and safety of themselves or others in the workplace, because physical requirements cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment. Notify the Human Resource Department if you require any accommodation(s) to perform any of the essential functions of this position. This position will require exerting up to 35 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. | |
| **Physical Requirements** | **Conditions** |
| Climbing  Balancing  Stooping  Kneeling  Crouching  Reaching  Standing  Walking  Pushing  Pulling  Lifting  Grasping  Seeing  Hearing  Talking  Tactile sense  Repetitive motions  Visual acuity (color, depth perception and field of vision)  Minimum of 1 hour of continuous driving per trip | **Environment:**  Noise  Extreme temperatures  Wet and/or humid  Dust  Limited/office environment  **Hazards:**  Physical Activities  Volatile clientele  Potential exposure to contagious diseases due to frequent interaction with clientele |
| **IMPORTANT NOTICE:**  This position is not limited to those duties in the job description. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of Human Resource Training, Inc. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.  All employees of this Company are employees at will and, as such, are free to resign at any time without reason. The Company, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this document or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time.    **ACKNOWLEDGEMENT:**  I have read and understand the contents of this Position Description. I also acknowledge that it is my responsibility to notify the Human Resources Department if I require an accommodation to perform any essential function(s) of this position.  I do\*  or do not  require an accommodation to perform the essential functions of this position.  \* Employee Completes the Request for Accommodation Form. | |
| **Prepared by:** Jennifer Kacprowicz, PHR, SHRM-CP  **Title:** Director of Human Resources | **Approved by:** Vanessa De La Torre  **Title:** Director of Finance and Accounting |
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