



Department: Finance & Accounting

Job Title: Payroll Specialist/Grant Manager

Position Summary: Perform all payroll functions and manage restricted grants

### **Duties & Responsibilities:**

#### **Payroll Duties:**

- Responsible for the preparation and processing of bi-monthly payroll for all employees
- Review and ensure accuracy of approved timesheets and salary
- Determine payroll liabilities by calculating employee federal and social security taxes, retirement benefits, track and deduct all garnishments and other special payroll deductions.
- Responsible for the coordination efforts between payroll, human resources, and other departments to ensure proper flow and maintenance of employee data (including preparation/distribution of detailed reports, e.g., overtime, leave balances, head count, and retirement contribution reports)
- Establish, maintain and update employee payroll records in the appropriate software program - Setup each employee, validate programs for each employee's charges, monitor submissions of approved timesheets, ensure valid data uploads to payroll system.
- Create invoices relating to payroll reimbursements to include salary, benefits, and employer taxes.
- Maintain employee leave tracking to insure accurate balances are uploaded into the payroll system.
- Maintain employee confidence and protect payroll operations by keeping information confidential.

#### **Grant Management Duties:**

- Maintain, track, and allocate restricted grant funding.
- Allocate restricted grants to salary and other expenses based on funder guidelines for each grant.
- Maintain an accurate balance of restricted grants.
- Develop reports as necessary for management personnel.
- Identify and develop strategies to optimize the grants administration process.
- Coordinate with accountant on maintain balances.

#### **Required Qualifications and Skills:**

- Associate Degree in business or finance, accounting degree preferred.
- A minimum of five years' experience in a Payroll Office performing all payroll functions or other accounting duties. Experience in payroll or accounting will be considered in lieu of Associate's Degree.
- MUST demonstrate advanced skills in Excel.
- Strong skills using and understanding the flow of transactions in an integrated and automated payroll accounting system.
- Ability to maintain confidentiality and exercise extreme discretion.
- Excellent problem solving/judgment skills, and high level of attention to detail and accuracy.
- Strong organizational skills, and the ability to work under pressure.
- Ability to handle and prioritize multiple tasks and meet all deadlines.