

Job Description

Position Title: Senior Payroll Accountant

FLSA Status: FULL TIME, exempt, not eligible for overtime pay

Department: Fiscal

Reports to: Controller

Pay Range: \$85,000 to \$91,000

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

Covid-19 Vaccination Requirement

All El Centro de la Raza employees are required to be fully vaccinated against Covid-19. Please bring your vaccination records on your first day. Failure to submit proof of vaccination will result in withdrawal of the job offer.

El Centro de la Raza will consider requests for reasonable accommodation based upon disability or religious belief. Please contact HR@elcentrodelaraza.org for the appropriate application forms.

POSITION SUMMARY

The Senior Payroll Accountant Acts as payroll accountant and is responsible for maintaining the payroll systems on automated accounting software (Paycom) and preparing accurate and timely financial statements and documents for all organization entities in accordance with GAAP. Key responsibilities include account reconciliation, annual and contract audit preparation, and tax filings. Works collaboratively with the Human Resources department on payroll, timekeeping, benefits administration, and other related technical and employee relations issues. Supports the Accounting Department with other projects and tasks as assigned.

The Senior Payroll Accountant will also assist in other general accounting activities including general ledger reconciliations, support of the annual audit process, and other duties as assigned. This job description is not designed to contain a comprehensive listing of all regular activities, duties or responsibilities that may be required. Duties, responsibilities, and activities may change at any time with or without notice.

This position requires a 6-month evaluation period

ESSENTIAL QUALIFICATIONS

Essential minimum skills, education, and experience:

- Bachelor's Degree with an emphasis in Accounting/Finance.
- Strong technical GAAP accounting background, especially in Payroll.
- Strong analytical and problem-solving skills.
- Minimum of 4-5 years of accounting and payroll experiences in nonprofit/business settings.
- Minimum of 2-3 years of Paycom payroll-related experience.
- Must be proficient in advanced level Excel and importing/exporting in multiple systems.

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- Must be able to review his/her own work for accuracy and acquire strong problem solving and analytical skills.

Additional Preferred qualifications:

- Proficient in MIP/Abila
- Experience with HRIS like Paycom
- Supervisor experience a plus

ESSENTIAL FUNCTIONS

- Analyzes, prepares and inputs payroll data on a semi-monthly basis. Uses automated Paycom Workforce Now system to produce accurate and timely payrolls.
- Works collaboratively to coordinate the Paycom integration process and ensures efficiency of payroll process.
- Maintains integrity of payroll records and accuracy of payroll data for financial statement reporting. Downloads and requests all related Payroll reports.
- Calculates and prepares payroll-related General Ledger entries for Controller review.
- Prepares and files tax and deduction reports including: 401(k) contributions, SUI, L&I, FIT withholding, FICA, and others as required.
- Responsible for submitting work-study time sheets for reimbursement to the schools in timely payroll.
- Analyzes and resolves payroll issues to ensure compliance with applicable laws and organization policies.
- Assists in research and application of new payroll regulations as they arise. Critically reviews and analyzes payroll processes to maintain best practices. Works collaboratively with Controller to develop and update procedures and systems.
- Conducts on going audits to maintain system integrity and accurate payroll records.
- Acts as a subject matter expert on payroll including troubleshooting, answering internal inquiries and resolving issues.
- Ensures compliance with local, state and federal payroll/wage and hour laws.
- Reconciles and records medical, dental, life insurance billings, payroll advances, garnishments, and payroll related liability accounts in a timely manner. Updates and allocates medical/dental/life insurance worksheet for month-end closing.
- Tracks and maintains organization 401(k) program. Maintains participant files, loan deductions and payments, coordinates contribution payment processes with Accounts Payable. Reconciles all financial aspects of the 401(k)-program including employee and employer contributions and loan payments with Paycom system, 401(k) Management Company and Third-Party Administrator.
- Help and coordinate with HR for the annual pension audit.
- Supports the Accounting Department by completing assigned tasks, which may include but are not limited to processing cash deposits, GL account reconciliations, bank account reconciliations, journal entries, controls review and improvement, as well as process review and improvement.
- Coordinates with the Human Resources department to ensure timely and accurate input of employee payroll updates including new hires, terminations, new enrollment deductions and pay rate changes.
- Coordinates with the Human Resources department to resolve issues and implement ongoing process improvement.
- Research and answers inquiries from directors, supervisors, and employees.
- Coordinates with Paycom for special reports used for billing, analyzing, and reporting.

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- Conducts monthly/quarterly balance sheet, revenue, expense and payroll related accounts reconciliation for general ledger integrity.
- Assists in annual audit of El Centro as well as annual pension audit by preparing the audit schedules and other audit requests.
- Facilitates audits by providing supporting documentation and records to auditors.
- Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

MEASURABLE STANDARDS

- Must perform in a professional manner at all times, maintain confidences and handle highly confidential materials.
- Ability to work and communicate well with all types of people inside and outside of the organization.
- Ability to manage multiple projects with competing priorities with the ability to respond to change in a productive manner.
- Ability to work well under pressure and be able to meet deadlines while maintaining a high degree of accuracy.
- Must be detail-oriented and have well defined organizational skills.
- Must be able to work independently and as a part of a team.
- Ability to work in a multi-cultural/multi-ethnic environment.

WORKING CONDITIONS/ENVIRONMENT

Works in a general office environment. Generally, works a 5-day week, but may work on an approved flexible schedule after 6-month probationary period.

NOTES AND SPECIAL REQUIREMENTS

Since this position works with money and highly confidential materials, it requires a criminal background check with the Washington State Patrol. The above duties or working procedures describe the chief function of the job and are not considered to be a detailed description of every duty of the job. This position requires a 6-month probationary period.

El Centro de la Raza offers the following benefits to full-time staff:

Medical and Dental Insurance with competitive employee and family rates.

- Basic Life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays have been established by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief, and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

APPLICATION PROCESS

Please complete a [job application](#) and send your resume and your cover letter that outlines how your experience and education address the Essential Functions and Job Qualifications to: *(Add in cover letter and resume along with application)*

Human Resources at HR@elcentrodelaraza.org & CFO, Sharon Hu at shu@elcentrodelaraza.org. If you have questions, please call 206-717-0087. Please go to the El Centro de la Raza website to download a copy of our [Employment Application](#).

Employee Signature

Date

Supervisor Signature

Date

cc HR, personnel file

Rev: 02/24

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