

**NICOA Payroll Specialist**

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**Reports to:** *Finance Director*    **FLSA Status:**    *Non-Exempt*

**SUMMARY STATEMENT**

Payroll: Verify time and payroll data. Compute and post wages and deductions. Produce reissued checks, prepare employment verifications, prepare report of hires and maintain employee and enrollee payroll files. Prepare tax withholdings, garnishments and miscellaneous deductions pertaining to bi-weekly payroll. Post all employee and enrollee additions and terminations to payroll.

NOTE: It is the policy of National Indian Council on Aging, Inc. to have a ZERO tolerance for workplace harassment and violence.

**PAYROLL ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Verify bi-weekly payroll data entered into Paylocity. Run reports for departments managers and balance payroll amounts.
2. Process payroll in Paylocity 250 part-time and full-time staff.
3. Maintain employee and enrollee data forms. Enter minimum wage data into Paylocity.
4. Maintain records, reports and files on W-4's, enrollee data, vacation and sick leave schedules.
5. Reconcile and prepare state withholding taxes, state unemployment taxes, garnishments, IRA payments and IRS payments and pay online.
6. Report new hires using E-verify for 27 full-time staff.
7. Reconcile and enter data for W-2s to employees, states and the Social Security Administration.
8. Prepare and submit the Payroll 941 reconciliation according to federal timelines.
9. Process income and employee verifications.
10. Train on payroll and benefits to new employees. Enter benefit info into appropriate websites.
11. Maintain COBRA database.

**OTHER DUTIES AND RESPONSIBILITIES:**

NOTE: These include but are not limited to the following (additional responsibilities may be assigned as necessary):

1. Assist and assume accounts payable responsibilities as needed. NICOA cross-trains its staff to keep skills and knowledge current.
2. Assist the Finance Director with special projects, such as journal entries, balance sheet reconciliations, payroll upload and fringe costs for the annual Indirect Cost Proposal.
3. Adhere to NICOA policies and procedures.
4. Prepare hiring and exit checklists.

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**REQUIRED QUALIFICATIONS (INCLUDES EDUCATION, SKILLS AND EXPERIENCE):**

**REQUIRED:**

- Associates Degree.
- 2 years' experience in payroll processing and reconciliation.
- Excellent computer skills; demonstrated proficiency in Microsoft Word, Excel and Outlook.
- Strong work ethic.
- Mature judgment and professionalism in handling confidential matters.
- Superior dependability including excellent attendance and punctuality.
- Ability to establish and maintain harmonious working relationships with supervisor, colleagues, community members and other persons making contact with NICOA.
- Basic knowledge of arithmetic and algebra.
- Strong verbal and written communication skills.
- Ability to identify and assess business needs and/or issues and find solutions or resolutions.
- A valid driver's license and current automobile insurance.

**DESIRABLE:**

- Experience with Paylocity and/or any other payroll service.
- Experience reconciling payroll-related balance sheet accounts
- Preference given to American Indian/Alaska Natives

**SALARY: \$24-25/hour with 100% of benefits paid by NICOA**

**Work location: Albuquerque office**

**Equal Employment Opportunity**

We are an Equal Opportunity Employer that values workplace diversity.