
NICOA Payroll Specialist

Reports to: Finance Director FLSA Status: Non-Exempt

SUMMARY STATEMENT

Payroll: Compile and post employee and enrollee time and payroll data. Compute employees' and enrollee time worked. 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 checks and direct deposits for 250 part-time and full-time staff.
3. Process income and employee verifications.
4. Maintain employee and enrollee data forms. Enter minimum wage data into Paylocity.
5. Maintain records, reports and files on W-4's, enrollee data, vacation and sick leave schedules.
6. Prepare state withholding taxes, garnishments and IRS payments.
7. Report new hires using E-verify.
8. Reconcile data for W-2s to employees, states and the Social Security Administration.
9. Prepare and submit Payroll 941 reconciliation according to federal timelines.
10. Prepare and submit all SUTA (unemployment) and special state tax filings.
11. Prepare check requests to pay vendors for taxes.
12. Train on payroll and benefits to new employees. Enter benefit info into appropriate websites.

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

DESIRABLE:

- Experience with Paylocity and/or MIP Accounting Software.
- At least 5 years of payroll experience.
- Experience reconciling payroll balance sheet accounts
- Preference given to American Indian/Alaska Natives

SALARY: \$45-50K

Work location: Open to remote/hybrid

Equal Employment Opportunity

We are an Equal Opportunity Employer that values workplace diversity.