



Position Description

POSITION TITLE: Payroll/Accounting Specialist
DEPARTMENT: Finance
REPORTS TO: Chief Financial Officer

DATE: March 2025
FLSA: Non-Exempt, Full-Time

JOB SUMMARY

The Payroll/Accounting Specialist is a full-time, non-exempt position responsible for managing the entire payroll process for our semi-monthly payroll. The Payroll/Accounting Specialist is responsible for ensuring our employees are compensated accurately and on time while maintaining compliance and understanding of policies and laws relating to payroll. The Payroll/Accounting Specialist will also perform various aspects of the organization's financial record-keeping requirements. This requires understanding and familiarity with all areas of the accounting cycle. A strong background and understanding of accounting theory are required.

The Payroll/Accounting Specialist exercises high discretion based on the sensitive and confidential nature of the information they access (compensation, benefits, wage garnishments, final paychecks, etc).

WORKING RELATIONSHIPS

The Payroll/Accounting Specialist works collaboratively with Human Resources and the Finance team to process our semi-monthly payroll, ensuring all activity is current and accurate. The Payroll/Accounting Specialist works with all employees and regularly communicates with staff regarding timesheets and payroll matters. There may be times when the Payroll/Accounting Specialist communicates with vendors and government agencies as needed.

MAJOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons. To perform this job successfully, an individual must have regular and reliable attendance and be able to perform each essential function from the list below satisfactorily, with or without accommodation.

Payroll Administration:

- Responsible for managing the entire process for a semi-monthly payroll cycle, including reconciliations and entries into the general ledger.
- Inputs, processes, reviews, and audits the semi-monthly payroll. This includes reviewing, verifying, coding, and processing timesheets to prepare and process payroll.
- Responsible for ensuring accurate and timely processing of the semi-monthly payroll, compliance with applicable laws and regulations, and providing support to employees regarding payroll-related inquiries.
- Collaborate with Human Resources to review employee records and ensure payroll accuracy.
- Maintains up-to-date knowledge of California wage and hour laws and regulations.
- Manage the functional allocation process for all payroll through W⁵ reports and populate statistics reports for organizational usage.

- Handles employee deductions and wage attachments (garnishments, child support, etc.)
- Analyze and reconcile data and prepare reports for payroll-related information.
- Identifies payroll issues and can problem-solve the issues; explains and interprets the information to other employees.
- Meet processing and reporting deadlines.
- Manage calendar of reporting requirements.
- Maintain a timely, organized workflow that includes responses to emails.
- Maintain organized physical and electronic files of payroll-related information.
- Frequent manipulation of data through Excel for reporting and reconciliation purposes.

Accounting:

- Understand the full accounting cycle and participate in all reconciliations, month-end and year-end closing procedures.
- Providing the Accounting team with additional support throughout audit periods.
- Receive and review vendor invoices for accuracy.
- Other accounting duties as assigned such as providing backup and support of accounting clerks as needed.

SKILLS AND QUALIFICATIONS

- Bachelor's Degree in Accounting or equivalent work experience.
- A minimum of two years of experience in managing a full payroll process is required.
- A minimum of two years of experience in accounting.
- Familiarity with payroll software and HRIS platforms, preferably with Innovative Business Systems.
- Bi-lingual English/Spanish is required.
- Strong interpersonal skills and ability to establish and maintain working relationships with staff.
- Communicates effectively in person, over the phone, and/or in writing.
- Ability to process data with a high level of accuracy.
- Ability to become proficient in the current ERP system (accounting modules only).
- High proficiency in Microsoft Word and Excel, including the ability to manipulate data through Excel.
- Strong problem-solving skills.
- Ability to work independently, be proactive, take initiative, and work collaboratively.
- Ability to maintain strict confidence in all matters.
- Strong time management skills with a proven ability to meet deadlines.
- Excellent organizational skills and attention to detail to effectively and efficiently plan and execute a wide variety of tasks.
- Ability to work cooperatively with staff and vendors from diverse backgrounds.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

The work environment consists of a busy office setting but requires the employee to occasionally enter the warehouse, which is loud due to equipment and machines. The warehouse temperature will vary from hot to cold depending on the time of year.

Employees will need to have the ability to work under deadlines that may require overtime and weekend work on a periodic, but infrequent, basis.

Reasonable accommodation will be provided to enable qualified individuals with disabilities to perform the essential functions of the position so long as it does not cause an undue hardship on the REFB.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands to type, finger, handle, and feel, talk and hear. The employee is frequently required to reach with hands and arms above and below shoulder level. The employee is occasionally required to sit, crouch, and bend down at the waist. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

During a disaster, you and your family's safety is the first priority. As an essential service provider and, at times, a first responder, you are asked to report to work as requested, or, at a minimum, to communicate your inability to report to work to your manager. Depending upon the nature of the emergency, regular staffing responsibilities may change.

SHARED COLLECTIVE RESPONSIBILITIES

With the goal of creating a cohesive working community, all staff are required to treat one another respectfully and operate with our Core Values as their operating principles. Consider the following:

- Create a safe space to allow and invite truth-telling to occur.
- Act with honesty, trust and transparency and deliver on my commitments.
- Be present for the people who work in front of me today.
- Maintain an open mind and be open to different points of view.
- Consistently seek to do better and offer my best self.
- Practice empathy and understanding with all people
- Learn from failure, mine and others

POSITION DESCRIPTION ACKNOWLEDGEMENT

- This position description is subject to change and other functions may be assigned/ reassigned at management's discretion at any time.
- I understand that I am expected to adhere to all company policies.
- I understand that this job description does not represent an employment contract and that my employment relationship is at-will.

I acknowledge that I have received a copy of this job description. It is my responsibility to:

- Read the job description
- Ask questions if I need additional information or clarification regarding items covered in this job description
- Work with management should the need for a reasonable accommodation present itself

Employee Name (printed)

Signature

Date