

**DEPARTMENT: Accounting** **DATE: 03/24**

**JOB TITLE: Accounting/Payroll Clerk** **BAND: 3**

**STATUS: Non-Exempt**

**QUALIFICATIONS**

**Education/Experience**

* Associate’s degree in accounting or business-related field with 2 – 3 years of accounting experience

OR

* A High School Diploma with 5 – 7 years of experience in accounting

**Skills**

* Demonstrated ability to work with different disciplines on administrative and direct service levels.
* Ability to be creative in problem solving techniques, organize time, prioritize tasks, and work assignments, as necessary.
* Valid New York State Driver’s license with less than 4 points.
* Effective oral and written skills
* Ability to work independently and as a part of a team
* Basic Microsoft Excel skills
* Basic math skills
* Detail oriented
* Problem solving skills
* Ability to maintain confidentiality of sensitive information

**RESPONSIBLE TO**

* Controller

**MAJOR FUNCTIONS**

**Administrative**

* Required to follow all Agency policies and procedures, using the Policy and Procedures manual as a reference.
* Required to understand and abide by those laws, regulations, policies, and procedures applicable to the program/service you are providing.
* Required to report any known or suspected violations of laws, regulations, policies, and procedures related to programs/services of the agency.
* Prepare and submit bi-weekly payroll data to payroll service within prescribed periods.
* Maintaining payroll information by collecting, calculating, and entering data.
* Updating payroll records by entering any changes to employee information or benefits such as job title changes, exemptions, and saving deductions.
* Preparing reports that include summaries of earnings, tax deductions, leave, compassionate leave and non-taxable wages.
* Resolve payroll discrepancies and answer employee payroll questions.
* Maintain all payroll operations according to company policies and procedures.
* Assist in processing and issuing W-2 forms to employees.
* Bank reconciliations of operating and other accounts.
* Daily receipt of funds, electronically and in person.
* Prepare bank deposits.
* Data entry of budget and other functions.
* Receive and distribute Finance Department USP Mail.
* Cross train and provide back-up to other positions in the department.
* Update and maintain client balances.

**Catholic Charities Agency and Community Related**

* Attending all internal staff meetings and program related meetings, as necessary.
* Participate in in-service training sessions, workshops, conferences and/or continuing education programs within Catholic Charites or the larger community, as necessary.
* Participate in other duties, programs and activities within the Department as directed.