



# WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

## POSITION SUMMARY

The **Payroll/AP Specialist** is responsible for the Agency's payroll and accounts payable processes, including duties related to Rental Assistance programs

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Accounting

1. Processes the Agency's payroll, including collection and input of data, reporting, etc.
2. Reconciles general ledger entries for health, dental and paid time off.
3. Prepares month end journal entries to post all payroll benefits.
4. Prepares monthly excel spreadsheet to distribute employee work hours/expense by percentage to all work codes.
5. Answers employee payroll related questions.
6. Ensures compliance with all payroll related regulations.
7. Enters invoices and other information for accounts payable.
8. Handles pre-AP processing, organization, and reporting.
9. Handles post-AP processing, including matching check/vouchers to invoices.
10. Records prepaid expenses monthly.
11. Ensures that all invoices have required approvals.
12. Performs petty cash reconciliation for Head Start.
13. Performs filing duties.
14. Provides back-up for Senior Staff Accountant as needed.
15. Assists with various projects as needed.

### Inform and Collaborate with Program Director and Supervisors

1. Assists in payroll compliance, including accurate reporting, proper filings, etc.

### Professional Development

1. Keeps up to date on State and Federal regulations governing all aspects relevant to this position.
2. Participates in any required trainings, meetings and professional development activities.

### Safety and Wellness

1. Actively promotes safety and accident prevention within the workplace.
2. Reports any unsafe conditions, incidents and/or accidents immediately.

### Miscellaneous Duties

1. Runs errands, e.g. banking, mail run, picking up supplies, as needed.
2. Performs light housekeeping duties.

### Non-Essential Duties and Responsibilities:

1. Performs additional duties as assigned.

## GENERAL EXPECTATIONS

- Be committed to the Agency's Mission, Vision and Values.

**Position Title:**  
Payroll/AP Specialist

**Department:**  
Fiscal

**Reports To:**  
Chief Financial Officer

**Supervises:**  
N/A

**FLSA Status:**  
Non-Exempt

**Salary Range:**  
RH1/L3

**Last Revised/Approved:**  
September 2018

- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding work flow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

## PHYSICAL REQUIREMENTS

*The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to stand and sit for prolonged periods of time; walk; use hands to finger, handle, or feel, including operation of a standard computer keyboard; reach with hands and arms and talk, see and hear; bend and reach; lift and carry up to 10 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

## WORK ENVIRONMENT

*The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed primarily in a business office setting. Noise level ranges from quiet to moderate. Assigned work may require travel within the local or neighboring communities. This position is a full-time hourly position that typically works normal daytime schedule. However, evening and week end time may be required to meet program and/or organizational needs. Overtime may also be required to meet program and/or organizational needs and requires prior approval.

## QUALIFICATIONS NEEDED FOR POSITION

### General Requirements:

- Adequate transportation and ability to meet and maintain WCAP's minimum insurance requirements.
- Ability to meet WCAP background clearance requirements.

### Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least three years of work experience in payroll and accounts payable required.
- Accurate and organized record keeping.
- Strong time management and organizational skills.
- Proficient skills in Microsoft Word, Excel and Outlook.
- Knowledge of payroll and accounts payable best practices.
- Familiarity with accounting fundamentals.

**Education Requirements:**

The following education requirements are considered essential:

- Associate's Degree in Accounting or related field, or the equivalent in education and related work experience required; Bachelor's Degree in Accounting preferred.

*\*\* All requirements and skills are considered to be essential, unless otherwise indicated*

---

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date