

Job Title: Payroll Specialist

Classification: Regular, Full Time, Non-Exempt

Department: Finance/Accounting

Reports to: Accounting Manager

Company Overview

For more than 50 years, Berkeley Food & Housing Project (BFHP) has provided a comprehensive range of housing, food, and support services to help those in need move from homelessness into a safe and affordable home of their own. We serve in six counties in the bay area - Alameda County, Contra Costa County, Solano County, Sacramento County, San Joaquin County and Amador County. We are proud of our team members who are very dedicated in our mission *to ease and end the crisis of homelessness in our communities.*

Position Summary

We are seeking a Payroll Specialist who will be responsible for full cycle payroll processing for 100+ Exempt and Non-Exempt staff. You will be able to work in a fast paced environment and provide exceptional service to other staff while maintaining scrupulous compliance with Company policies and employment and payroll laws.

Essential Duties and Responsibilities

- Process bi-weekly payroll in a timely and accurate manner.
- Review all timesheets on a biweekly basis, making necessary corrections and communicating with employees and supervisors to ensure that timesheets are accurate.
- Submit all forms, timesheets, and backup documentation for calculations to Accounting Manager for final review.
- Enter data into the payroll system including new hire information, benefit elections, garnishments, direct deposit authorizations, tax withholding designations, etc.
- Troubleshoot payroll anomalies; work with payroll vendor to identify and resolve problems. Escalate complex issues to Accounting Manager.
- Process manual checks as necessary, including final paychecks, severance, or legal payments, within required deadlines. Coordinate check distribution as needed.
- Prepare and post all payroll related journal entries into QuickBooks.
- Assist with bank reconciliations for the payroll account.
- Periodically run and analyze payroll and timesheet reports.
- Assist with the benefits open enrollment process by implementing and testing changes in HRIS and ensuring employee elections are accurately set up with vendors.
- Prepare and distribute annual W2s and assist with ACA reporting and annual audits.
- Maintain payroll files (both soft/hard) in audit-ready condition, ensuring every transaction is authorized and documented.
- Stay abreast of changes in federal, state, and local payroll laws.
- Train new staff on timekeeping procedure.
- Complete all assigned staff trainings.
- Work within the framework of BFHP's Code of Conduct.
- Perform other tasks as assigned by supervisor.

Qualifications, Skills and Abilities

- AA in Accounting or related field. Bachelor's degree preferred.
- 3 years of experience processing payroll. Prior experience in a nonprofit organization a plus.
- Knowledge of federal, state, and local payroll related laws.
- Proficiency in Microsoft Office, email, internet, and calendaring applications. Experience with One Point HRIS and Quickbooks highly preferred.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with a *can do* and flexible attitude.
- Ability to work with minimal supervision, multitask, maintain confidentiality, and meet deadlines.
- Ability to maintain professional conduct, attitude and appearance at all times.
- Must have a valid driver's license and clean DMV record.
- Must be able to obtain background and credit check clearance.

Special Requirements

- Must have a valid driver's license and clean DMV record.
- Must be able to obtain background clearance.

Physical Requirements

While performing the duties of this job, the employee is

- Regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms.
- Frequently required to stand, walk, sit, climb stairs, talk, hear, and see clearly.
- May be occasionally required to stoop, kneel, or crouch.
- May be required to lift or move up to 50 lbs.

I have received a copy of my job description and understand all of my responsibilities.

Staff Signature

Date