

Community Action Program of East Central Oregon (CAPECO)

Job Description

Position:	PAYROLL SPECIALIST
Supervised by:	Finance Manager
Department:	Finance
Classification:	Regular Full Time
Position Status:	Non-Exempt
Location:	Pendleton
Range/Salary:	Range 14 - Amount \$3,041/month
Benefits:	Health, Dental, RX, Vision, FSA, Life Insurance, 401K Plan, Vacation, Sick and Holidays

HOW TO APPLY:

To apply for this position we must receive a completed CAPECO application. An application can be found by visiting our website at CAPECO-WORKS.ORG or can be picked up at our Main Office located at 721 SE 3rd Street, Suite D, Pendleton, OR 97801. Cover Letters and Resumes may also be included, but will not be accepted without an application.

Please return completed application, optional resume, cover letter and any other required documents to: 721 SE 3rd Street, Suite D, Pendleton, OR 97801 or hr@capeco-works.org. Please send it attention Human Resources if you are sending by mail.

POSITION OVERVIEW:

The position is responsible for financial functions, including all facets of administering payroll in accordance with generally accepted accounting principles and other Federal of State regulatory guidelines for Non-Profits.

ESSENTIAL FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation.

- Administer all aspects of payroll utilizing the payroll system, which includes calculations and data entry.
- Review timesheets for adequate authorization to maintain compliance with Federal and State Grant and Contract requirements.
- The payroll process includes proper allocation of hours to various funding sources.
- The payroll process does not include union contracts, Davis Bacon or State prevailing wages.

- Review, prepare, analyze and reconcile all monthly, quarterly and annual payroll reports including and not limited to: IRS, Oregon Otter System, SAIF, various benefit plans, W-2's, and year end reconciliations.
- Provide accurate and timely recording of transactions which include revenue and liabilities in the General Ledger.
- Assist in the preparation of the annual audit.
- Maintain and update agency budget personnel spread sheets.
- Contribute to the development, review and implementation of Fiscal Policies.
- Assist in the development of the agency's annual budget.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the job.

- Bachelor's degree with a major in Accounting or six years of comparable work experience or a combination of equivalent education and experience.
- Have knowledge of financial accounting principles and internal control procedures in accordance with fund accounting.
- High level of interpersonal skills to communicate orally in a clear and concise manner.
- Ability to maintain a high level of confidentiality with sensitive personnel information.
- Skilled at performing complex numerical calculations.
- Working knowledge of office machines (i.e. calculator, copier, fax, etc.)
- Advanced knowledge of computer and financial software (outlook, Microsoft suite, financial software).

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to bend, kneel and crouch. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate. The employee must occasionally lift, and/or carry/move objects up to 50 pounds.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, smart phones, photocopiers/scanners, shredders and filing cabinets.

SPECIAL REQUIREMENTS:

- Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this position
- CAPECO is a drug free workplace and pre-employment screening will be required.
- Must possess a valid State Driver's License and insurable driving record is required
- Must be able to be Bonded

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can perform all duties with or without reasonable accommodations as outlined above. I realize the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

SIGNATURE

DATE