

RACINE KENOSHA COMMUNITY ACTION AGENCY, INC.

Job Description

Job Title: Payroll Technician and Accountant

Responsible to: Chief Financial Officer

Salary Range: \$25.67/hr-\$38.57hr

This is a non-exempt 52 week/year position unless programmatic needs dictate or require otherwise.

EMPLOYMENT REQUIREMENT AND QUALIFICATIONS:

1. A Bachelor's Degree in Accounting, and at least 1 years accounting experience; or an Associate Degree in Accounting with at least 3 years accounting experience. Non Profit Accounting experience is preferred.
2. Strong mathematical, oral and written communication skills.
3. Ability to use software packages, including accounting and spreadsheet programs.
4. Familiarity with operational, financial, quality assurance, and human resource procedures. Ability to read and interpret program guidelines and policies.

DUTIES AND RESPONSIBILITIES:

1. Monitor compliance measures in reference to program contracts and funding source regulations, reporting compliance issues to CFO as necessary.
2. Monitor, and as necessary, coordinate compliance activities of other departments to identify potential areas of compliance vulnerability and risk. Monitor Purchase Order Compliance.
3. Monitor for potential conflicts of interest.
4. Prepare all required schedules and sample selections for annual audit. Submit audit to vendors.
5. Process payroll: update employee payroll information, review employee hours and exceptions and update labor allocation. Prepare and submit bi-weekly payroll. Maintain insurance, garnishments, wage assignments and voluntary deduction records.
6. Prepare insurance premium invoice for payment and prepare journal entries to allocate employer portion of insurance expenses to grants.
7. Calculate and maintain quarterly Earned Time Off allocations.
8. Accounts Payable Maintenance; maintain vendor file, maintain W9 and insurance certificates, prepare 1099s, final check processing (signatures, mailing and filing), reconcile credit card statements, prepare credit card statements for payment, monitor vendors in SAMS system annually. Process postage billings.
9. Reconcile monthly bank statements, monitor cash and credit cards daily. Update cash flow spreadsheet.
10. Create journal entries for ACH activity and transfers.
11. Prepare Work Comp audit.
12. Maintain all fixed asset and depreciation schedules, assist with Furniture & Equipment Inventory.
13. Manage record retention of program files, monitoring files and archives.
14. Reconcile all agency 403(b) activity on a quarterly basis, prepare all required schedules and sample selections for annual audit, including census. Process 403(b) bi-weekly submittals.
15. Manage EFRR billing; create Purchase Orders, process/reconcile invoices to POs, reconcile jobs, submit the monthly invoice and submit reports to Assistant WX Director.
16. Support Weatherization; monitor and reconcile MIP and CTI activity, reconcile Work in Process and Material monthly, assist in monthly inventory, monitor and reconcile credit card and rebate activity, prepare schedules and sample selections for subrecipient monitoring, prepare monthly vendor totals schedules.
17. Provide backup for the Weatherization Accountant: process invoices, labor sheets, material and job closing.
18. Perform other duties as assigned or required.

If requested, reasonable accommodations will be made for persons with disabilities for any part of the employment process in accordance with the Disabilities Act of 1990.

EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER

Revised 06/2018, 5/2019, 08/2021