



JOB DESCRIPTION

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Building Opportunities for Self Sufficiency, nor does it in any way alter the employment-at-will relationship that exists between employees and Building Opportunities for Self Sufficiency. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

JOB TITLE:	Payroll and Billing Coordinator
REPORTS TO:	Director of Finance
EMPLOYMENT STATUS:	Exempt
TIME COMMITMENT:	Full-time
BARGAINING UNIT:	Local Union #1991, IUPAT, AFL-CIO.
STARTING SALARY:	\$75,000

ORGANIZATION

The mission of BOSS is to help homeless, poor, and disabled people achieve health and self-sufficiency, and to fight against the root causes of poverty and homelessness. The organization was founded in 1971 by a group of volunteers from the Hillel Streetwork Project in Berkeley who responded to the needs of mentally ill individuals being released to the streets by state hospital closures. Today, BOSS develops solutions to mass homelessness, mass incarceration, and community violence and is dedicated to the inclusion of people marginalized by addiction, trauma, criminality, incarceration, poverty, racism, sexism, homelessness and violence with an intentional focus on four areas of service with Housing Security, Criminal Justice Reentry, Neighborhood Safety, and Social Justice Programs and services. BOSS works one-on-one with each family and each individual to help them achieve stable income, permanent affordable housing, and lasting wellness.

POSITION DESCRIPTION

The *Payroll and Billing Coordinator* is responsible for all areas relating to accounting functions and financial reporting. This position will be responsible for daily, weekly and monthly accounting tasks and activities. The *Payroll and Billing Coordinator* is also expected to make recommendations to the Director of Finance for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial reporting. This position must meet tight deadlines and perform a multitude of administrative and accounting activities including general ledger preparation and financial reporting.

Essential Functions (Key Duties and Responsibilities):

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

- Process Semi Monthly Payroll including receipt and review of time sheets, entering and transmitting payroll to ADP, and monitoring payroll allocation by employee and position
- Responsible for communications with ADP, uploading payroll journal including verification of staff allocation as well as manual and voided checks

- Maintain and reconcile employee PTO accruals / balances
- Responsible for overseeing and reconciling payroll accuracy with ADP Time and Attendance
- Responsible for monthly billings to the County and State including preparation of monthly invoices, submission and coordination with various funding sources
- Responsible for recording journal entries for monthly administrative fee
- Responsible for reconciliation of monthly billings
- Responsible for tracking monthly billings by preparing an aged receivable report
- Apply a thorough understanding of the financial reporting and general ledger structure
- Ensure an accurate and timely monthly, quarterly and year end close
- Ensure the timely reporting of all monthly financial information and that all financial reporting deadlines are met
- Initiate budget vs year-to-date expenditure reporting and forecasting activities
- Respond to inquiries from the Director of Finance regarding financial results, including special reporting requests
- Assist in development and implementation of new procedures and features to enhance the workflow of the department
- Monitor and analyze department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy
- Interface with other departments to verify transaction report data and issues
- Maintain and distribute payroll calendar
- Reconcile Form 941 (DE9)/DE9C with payroll records on a quarterly basis
- Reconcile and distribute W-2's on an annual basis
- Other Duties as assigned

QUALIFICATIONS:

- BA/BS in Accounting or Finance or Business Management with an emphasis in Accounting preferred; advanced degree or CPA a plus.
- 5+ years' experience working in accounts receivable, general ledger, and payroll
- Must have experience working with ADP Workforce Now; Time and Attendance training preferred
- Must be PC proficient, with large automated accounting systems experience a plus.
- Must have strong experience with Google Suite and Microsoft programs
- Must have strong knowledge of Blackbaud financial accounting system.
- Strong verbal and written communication skills.
- Strong interpersonal, supervisory and customer service skills required.
- Ability to multitask, work under pressure, meet deadlines and thrive in a fast-paced work environment.
- Demonstrates good judgment; approachable and professional; solid problem solving skills; ability to handle multiple tasks; self-motivated; well organized.
- Comply with applicable ethical and professional standards of conduct.

Other expectations:

- Must possess a commitment to the belief that all people have the right to dignity, respect, opportunity and full community inclusion.
- Must have a philosophy that is consistent with the Mission, Vision and Core Values of the organization.
- Ability to act as a strategic partner to organization-wide and regional leadership and management teams; strong project and time management skills; excellent communication skills and ability to foster relationships with employees at all levels within the organization.
- Ability to work under pressure and meet established goals and objectives; and strong interpersonal, persuasion and creative problems solving skills are required.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, memos, business correspondence, and all other mental health-related documents. Ability to write clear, concise, and accurate correspondence. Effective oral and written communication skills.

MATHEMATICAL SKILLS:

College-level mathematical skills required.

REASONING ABILITY:

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram form. Demonstrated skill with problem-solving techniques.

PHYSICAL DEMANDS:

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

While performing the duties of the job, the employee is regularly required to sit, stand, move up and down stairways, talk and hear, and drive to and from community appointments. The employee must regularly lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

MENTAL DEMANDS:

This position requires the individual to work with minimal supervision. Guidance is available as necessary, however, the individual is expected to be able to function autonomously and make individual decisions when appropriate. The position does require the ability to interact with a variety of individuals and the ability to meet deadlines and time pressure based on the volume of work.

WORK ENVIRONMENT:

The 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 essential functions. The noise and/or level of distractions in the work environment are usually moderate.

CONCLUSION:

I invite you to be part of a vibrant and talented team that is committed to promoting health and self-sufficiency, fighting for equity, and celebrating diversity and inclusion!

BOSS is committed to the principle of equal opportunity in education and employment. BOSS does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

Black, Indigenous, People of Color, and individuals with lived experience are highly encouraged to apply!

Send resume and cover letter to:

hrjobs@self-sufficiency.org

