



Strengthening Community, One Person, One Family at a Time

JOB DESCRIPTION

Title: Payroll/Staff Accountant
Supervisor: Director of Finance
Work Hours: 37.5 hours/week
(M-F 8:30am – 5:00pm)

FLSA: Non-Exempt
Classification: Full-Time
Pay Rate: \$20-\$25/hr

Summary

Under the supervision of the Director of Finance, the Payroll Staff Accountant will be primarily responsible for all payroll-related functions for both The Community Place of Greater Rochester (CPGR) and Charles Settlement House (CSH) as well as be responsible for maintaining all accounting and financial reporting aspects of their assigned programs. This position will also act as the liaison between Finance and Development Staff.

Essential Job Duties

- Process payroll bi-weekly for CPGR and CSH using Paycor software.
- Collect, process, and review time sheets and mileage forms for both agencies.
- Distribute payroll for both agencies.
- Process Child and Adult Care Food Program (CACFP) provider payments once a month.
- Process Aging Services time sheets every other week.
- Prepare and process all Medicaid billing including calculating billable units/amounts and entering into ePaces billing system.
- Prepare various AR vouchers and submit to Director of Finance for review and approval.
- Ensure that all revenue has been accrued/recorded and that vouchers have been sent to appropriate agencies.
- Assist in preparing monthly closing folder, including reconciliations of assigned balance sheet accounts and other supporting documentation as directed by the Director of Finance.
- Initiate quarterly meetings with directors to review actual activity to budgeted amounts.
- Create and submit budgets to various funders as well as vouchers to receive payment from funders.
- Act as the fiscal liaison with development staff and provide reports and updates as requested.
- Serves as the back-up for AP duties as needed.
- Other job duties, as assigned.

Knowledge, Skill and Abilities

- Proficiency in payroll processing systems and software.

- Strong attention to detail and accuracy in data entry and calculations.
- Proficient in Microsoft Office and other relevant software for data analysis and reporting.
- Ability to prioritize tasks and manage time effectively to meet deadlines.
- Effective communication skills, both verbal and written, for interacting with employees and external parties.
- Ability to independently travel to various destinations such as the bank, post office, and other company locations using reliable transportation options, including but not limited to personal vehicle, ridesharing services like Uber, or public transportation.

Physical Elements

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

- Must be able to physically perform the basic life operational skills of stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, hearing.
- Must be able to perform light work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Must be able to travel as needed getting in and out of a car both indoors and outdoors and may have exposure to various weather conditions.
- Must be able to sit at a computer for extended periods of time.

Qualifications

- Preferred - Bachelor’s Degree in accounting plus two (2) years’ experience working in an accounting environment OR an Associate’s degree in accounting and five (5) years’ experience in an accounting environment.

I have read, understand, and been given the opportunity to ask questions about the duties of my position:

Employee Signature: _____ *Date:* _____

Supervisor Signature: _____ *Date:* _____

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency’s current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

*The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce which mirrors the diversity of recipients of agency services.
We are an Equal Opportunity Employer.*