



Upper Hudson Planned Parenthood

JOB DESCRIPTION

Position Title: Payroll Clerk
Reports To: Payroll Director
Reviewed By: Human Resources

Department: Finance
Location: Albany Administrative Office
Status: Full Time / Non-Exempt

SUMMARY OF POSITION

The Payroll clerk will be responsible for assisting with the accurate and timely processing of payroll for multiple Planned Parenthood Affiliates under the direct supervision of the Payroll Director. The successful candidate will assist in processing bi-weekly payrolls for these affiliates, as required, and have responsibility for assisting the Payroll Director in payroll-related tasks for the multiple Planned Parenthood Affiliates.

ESSENTIAL JOB FUNCTIONS

1. Provide customer service and support to employees and managers in relation to payroll processing and reporting.
2. Review timesheets for accuracy and completeness prior to the processing of payroll, while responsible for the correction of errors as necessary.
3. Accurately enter data for approximately 500 employee timesheets.
4. Act as a liaison between Payroll and employees to address concerns or resolve issues with timesheets, including email communication across all shared services affiliates.
5. Responsible for management and collection of supplemental pay documentation for payroll processing, and manage to appropriate policies and procedures.
6. Responsible for assisting with training affiliate staff on payroll processes and affiliate payroll system.
7. Assist in the review of payroll changes, W4 submissions, taxes, benefit deductions and pay rates to ensure they are appropriate to payroll documentation and contractual obligations.
8. Assist with on-site Financial audits that require payroll related information and documentation.
9. Process payroll reports as needed, including but not limited to bi-weekly retirement 403b account deduction and payment reports.
10. Provide general office support as needed.

Qualifications:

- Associate Degree preferred, and a minimum of two years' experience in an administrative role with a strong data entry focus.
- Experience with computerized payroll systems such as ADP, Paylocity and or MIP payroll experience a plus.
- Proficiency in MS Excel and Outlook required.

- Must have reliable automobile transportation and a valid New York State Driver's License and insurance.
- Strong oral and written communication skills required.
- Ability to work well with people, meet deadlines, work under pressure, work under general supervision.
- Organizational skills and attention to detail essential.
- Position requires travel to workshops and other Planned Parenthood sites.
- Commitment to the goals and philosophy of Planned Parenthood is essential.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively 1:1 with co-workers, internal and external customers, and outside contractors and vendors.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical demands:

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.

While performing the duties of this job, the employee is required to continuously talk and hear, frequently sit, stand, walk, reach, grasp, handle small objects, use repetitive motions of the hands and wrists. Work requires occasional bending. Rarely requires repetitive motion of the feet. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Must be able to lift and/or move up to 50 lbs., operate a computer including keyboard, and a multi-key telephone.

Must be able to maintain a flexible schedule and during peak activity periods work in excess of 7.5 hours per day and/or 37.5 hours per week.

The Payroll Clerk needs to be able to walk up and down stairs as determined by the office design.

Medical requirements of the position

All staff that interacts with patients and clients is required to meet the Department of Health medical requirements of an annual Tuberculin Test (PPD), Physical and Influenza Vaccination.

Work Environment:

Work environment characteristics 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.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

Travel:

While performing the duties of this job, the employee will have to travel to other work locations through our New York State at various times. Own transportation is preferred, with a valid driver’s license, inspection, registration and adequate insurance.

Other:

1. This job description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or management.
2. Management reserves the right to change, assign or reassign job duties, hours, and locations as needed. This document is for management communication only and not intended to imply a written or implied contract of employment.
3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.
4. I understand that UHPP is an “at-will” employer.

Employee Signature _____ Date: _____

Supervisor: _____ Date: _____

Human Resources: _____ Date: _____