



**Job Posting
Payroll Specialist**

Cascade AIDS Project (CAP), the oldest and largest AIDS Service Organization (ASO) in Oregon and Southwest Washington, is committed to supporting and empowering all people with or affected by HIV, reduce stigma, and provide the LGBTQ+ community with compassionate healthcare. Learn more about us at <http://www.cascadeaids.org/>.

CAP is excited to announce that we are currently hiring an experienced Payroll Specialist to perform a variety of specialized, complex, confidential, technical and administrative support work for the Human Resources, Finance, and Operations teams, interacting with staff across the agency. The scope of work requires a high level of tact, discretion and judgment as well as a thorough knowledge of agency policies, procedures and the Collective Bargaining Agreement (CBA). This position handles sensitive personnel information and is required to maintain a high level of confidentiality. This is a full-time 1.0 FTE position, which reports to the Accounting Manager.

Responsibilities include:

Human Resources

Regular duties include maintaining payroll records, entering employee data, and processing payroll on a biweekly pay schedule, processing any required or approved out of cycle payroll, and related administrative and reporting functions. The PS will assist the HR Administrator with maintaining accurate, up-to-date personnel and other employee related files; compiling new hire and termination document packages and performing onboarding and off boarding for new hires and terminations including personnel policies and benefits education meetings. The PS will support coordination and tracking of HR issues and information; documentation of hires/ terminations/promotions, reporting employee statistics, and other duties as assigned. The incumbent is required to demonstrate and maintain a high level of confidentiality, tact, discretion, and judgment as well as a thorough knowledge of agency policy and procedures. The work requires oversight of confidential personnel information as well as performing research and budgetary support functions.

Finance

The PS will also be cross-trained to support the Accounting Specialist and assist the Accounting Manager. This includes but may not be limited to: processing of Accounts Payable and Accounts Receivable, reconciliations, and bringing any exceptions to the attention of the Accounting Manager. Monthly preparation of insurance billings, cross training with the Accounting Specialist to maintain the general ledger, account and bank reconciliations, journal entries, generating financial statements, and report writing are duties that are regularly assigned to the incumbent and other duties as assigned.

Operations

Additional duties include sharing responsibilities for daily processing of CAP's incoming and outgoing mail.

This full-time position reports to the Accounting Manager and will work out of CAP's Portland office.

MINIMUM QUALIFICATIONS:

- 2-3 years' experience in varied payroll and accounting functions including payroll processing, payroll reporting, timekeeping audits, benefits reconciliations, etc.. College level or technical school courses in accounting, payroll, human resources, etc. may be considered in lieu of experience.
- Strong attention to detail and dedication to accuracy.
- Demonstrated computer proficiency in Microsoft Office suite (Excel, Word, PowerPoint and Outlook), relational database software and internet research.
- Excellent organizational skills – ability to multi-task and manage time and outcomes effectively.
- Excellent written and verbal communication skills, including experience conducting trainings to small groups of people.
- A strong commitment to CAP's mission.
- Successful experience working with ethnically, racially, economically and sexually diverse populations.
- Discretion and confidentiality are essential.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in human resources, payroll, accounting, or a related field.
- Experience with Paychex payroll processing and MIP accounting software.
- Experience with payroll reporting, year-end reporting.
- Experience with benefits administration, including processing of FMLA, OFLA, and other leave & reporting.

ESSENTIAL JOB FUNCTIONS:

1. Oversees and coordinates bi-weekly submission of timecards and management approval of timecard submissions prior to payroll processing.
2. Ensures accurate and timely input of employee data and timesheet information into the payroll system.
3. Processes biweekly payrolls accurately and prepares related reports as assigned.

4. Prepares and processes out of cycle pay as needed, including final pay and approved out of cycle corrections.
5. Ensures proper documentation of payroll processes, including adjustments, time tracking, etc.
6. Maintains checks and balances and prepares payroll reports as needed internally and to external customers.
7. Assists Accounting Specialist in preparation of deposits.
8. Prepares monthly employee benefits billings and reporting. Ensures timely payment.
9. Shares responsibilities in processing incoming and outgoing mail daily.
10. Establishes and maintains accurate and up-to-date personnel and other employee related files.
11. Researches issues related to HR, including best practices and process in support of the HR Administrator.
12. Keeps organizational statistics on hires, terminations, promotions, etc.
13. Regularly reports employee demographics to HR Administrator.
14. Cross-trains with Accounting Specialist to provide back-up on:
 - a) Accounts Payable functions;
 - b) Accounts Receivable functions;
 - c) Reconciliations and associated reporting;
 - d) Accounting weekly check run processing, etc.
15. Other duties as assigned

Required Qualifications:

- Bachelor degree in accounting or a related field from an accredited college or university.
- 2-3 years' experience in varied accounting functions such as Accounts Payable, Accounts Receivable, Payroll, reconciliations or bookkeeping.
- Knowledge of the principles, methods, and procedures used in Accounts Payable and Accounts Receivable.
- Strong initiative & self-starter with analytical skills to effectively solve problems.
- Must be a perfectionist by nature, with no tolerance for financial sloppiness.
- Highly skilled in dealing with financial and numeric data and in Excel.

- Demonstrated computer proficiency in other Microsoft Office software (Word, Powerpoint and Outlook), relational database software and internet research.
- Excellent organizational skills – ability to multi-task and manage time and outcomes effectively.
- Excellent written and verbal communication skills, including experience conducting trainings to small groups of people.
- Ability to cultivate and maintain professional relationships across a multicultural spectrum of organizations and professionals.
- Ability to work independently with accountability; exercise sound judgment and discretion; maintain confidentiality.
- Successful experience working with ethnic, racial, economic and sexually diverse populations.
- A strong commitment to CAP's mission.

Preferred Qualifications:

- Experience with Abila MIP Fund Accounting.
- Experience with Paychex payroll processing.
- Experience managing and tracking contracts and grants.
- Experience administering an online timesheet system.
- Working knowledge of basic HR concepts.

Compensation: \$40,000 to \$45,000 annually, depending on experience and skills; employer-paid health, dental, vision, short-term and long-term disability and life insurance; 401(k) retirement plan with generous employer matching contribution, 125C cafeteria savings plan; generous vacation and health leave benefits.

Closing Date: September 30th, 2018.

To apply for this position, mail, email, fax, or deliver the following three documents:

- 1) a complete cover letter (attached as Word or pdf) that serves as an example of your writing and addresses how you meet all of the required qualifications specific to the position you are applying for,
- 2) your resume, and
- 3) a completed CAP Employment application (available at <http://www.cascadeaids.org/about/careers/>) to:

Cascade AIDS Project
Payroll Specialist Position
520 NW Davis St., Suite 215
Portland, Oregon 97209

Fax: 503-223-6437

Or by email to:

jobs@cascadeaids.org

Cascade AIDS Project is an Equal Employment Opportunity/Affirmative Action Employer
People of color, women, LGBTQ individuals and people living with HIV are strongly encouraged to apply