

Job Description

NORTHWEST REGIONAL WORKFORCE INVESTMENT BOARD

Title: Accounts Payable and Payroll Specialist

Salary Range: \$60,000 - \$80,000

Nature of Work:

This position is responsible for processing payroll, employee benefits and Accounts Payable for the Northwest Regional Workforce Investment Board. Reports to the Chief Financial Officer and works closely with staff, vendors, and partners.

Duties Include:

- Process payroll for up to 100 employees.
- Maintain with timeliness and accuracy all payroll related files and fields in ADP module (garnishments, deductions).
- Obtain and maintain payroll related documents for employees.
- Prepare payroll related journal entries.
- Record Deposits in QuickBooks
- Review contract expenditures for allowable costs, communicate discrepancies with vendor and process payment approval forms for monthly invoices.
- Process invoices in QuickBooks in an accurate and timely manner.
- Process payment and maintain spreadsheets for program related AP: individual training accounts (ITA's), on the job training contracts (OJT's) and incumbent worker training contracts (IWT's).
- Prepare check run and arrange of mailing of checks to vendors.
- Maintain accuracy and completeness of vendor files in AP system as well as paper files.
- Answer and resolve vendor inquiries regarding invoices and payments in a timely manner.
- Create vendor purchase orders.
- Enter credit memos/ debit memos/ void checks into AP system.
- Accountable for preparation of year-end 1099 forms in a timely and accurate manner.
- Responsible for effectively researching, tracking, and resolving (or referring) accounting or documentation problems and discrepancies.
- Assist with federal and state monitoring.
- Assist with annual audit.
- Maintains current knowledge of applicable statutes, regulations, policies, technical assistance guides and funding sources; provides interpretation and analysis as needed.
- Other duties as assigned.

Requirements of Work:

- Associate degree in accounting, finance, or business; with a minimum of three years' experience in Accounts Payable and Payroll or equivalent experience. Qualifications we are seeking:

Experience processing payroll for 75+ employees.

- Experience with ADP platform.

Experience managing company plans for Employee Benefits and IRA's.

Proficient use of Microsoft Office; QuickBooks experience preferred.

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- Ability to collaborate effectively with staff, vendors, and partners.
- Excellent written and oral communication skills.
- Ability to work effectively as part of a team, balancing individual, and group priorities.
- Ability to work independently, prioritize assignments and meet deadlines.
- Non-profit accounting experience preferred.
- Ability to work hours needed to meet deadlines.
- Adherence to confidentiality requirements
- Familiar with Uniform Guidance and WIOA regulations preferred.
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