

River Valley Child Development Services

A leader in providing high-quality early childhood care and education services for children, families, and communities

Job Description

Position:	Accounting Assistant II - Payroll
Program:	Administration
Worksite:	611 Seventh Avenue, Huntington, WV
FLSA Classification:	Non-exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	90 days
Position(s) Accountable To:	Director of Business and Finance; Executive Director
Position(s) Accountable For:	N/A
Purpose of Position:	Utilize automated software to prepare and process payroll and ensure accuracy and/or distribution of tax forms and payment of benefits
Educational Requirements:	Bachelor's degree from an accredited college or university in business or accounting
Experiential Requirements:	Three (3) years of recent professional experience with automated online payroll processing software.
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Travel Requirements:	Valid driver's license and insurance. Possess personal vehicle.
Pre-Employment Requirements:	Must pass drug screening and have acceptable background check

Essential Capabilities and Skills

Able to read, interpret, and utilize information: guidelines; regulations; policies, procedures, etc.

Able to utilize computer technology and software systems to enter, retrieve, and communicate information.

Able to work independently and collaboratively in team environments.

Able to effectively utilize critical thinking skills.

Able to perform tasks with speed and accuracy.

Able to effectively communicate (verbal and written) with diverse audiences utilizing a variety of communication tools.

Able to travel. Have access to dependable transportation and personal credit card.

Other Capabilities and Skills

Able to be reliable, responsible, flexible and self-initiated.

Able to practice effective time management skills and pay close attention to detail.

Able to utilize effective conflict management skills.

Able to engage effectively with the public and community and provide professional customer service to internal and external customers.

Able to lift various items: boxes, paper, supplies, etc.

Agency Expectations

Follow all agency policies, procedures, and practices.

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Keep supervisor informed on all relevant matters.

Essential Duties

Program

Utilize payroll software and payroll reports to prepare and process bi-weekly payroll.

Develop and maintain up-to-date knowledge of the payroll software and payroll topics.

Enter, review and adjust employee-level data within the payroll software.

Ensure employee benefit elections, direct deposit information, and additional pay (stipends) information is accurate.

Review employee paystubs for accuracy.

Run, review and audit payroll reports bi-weekly, quarterly and annually.

Reconcile RVCDS benefit accounts and request checks, file reports required by law and outside agencies.

Utilize tax reports to prepare for tax filings

Facilitate accuracy of W-2 preparation.

Work collaboratively with the Director of Business and Finance to investigate and correct any discrepancies or inaccuracies found in reports.

Provide support to agency staff regarding payroll topics.

Prepare and distribute vendor 1099 forms.

Other Duties

Perform clerical support: typing, filing, scanning, shredding, etc.

Prepare and submit monthly report of activities to the Director of Business and Finance.

Attend and participate on committees as assigned by the Director of Business and Finance and/or RVCDS Executive Director.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the Director of Business and Finance and other agency staff as necessary.

Attend and participate in monthly staff meetings.

Any other duties as assigned by the RVCDS Executive Director or Director of Business and Finance.

Employee Signature

Printed Name

Date