

UNITED CEREBRAL PALSY OF GEORGIA, INC.

POSITION DESCRIPTION

JOB TITLE: Payroll Administrator
DIVISION: Finance Department
SUPERVISOR: Human Resource Manager
FLSA STATUS: Exempt

JOB SUMMARY: Responsible for the entire payroll process for both United Cerebral Palsy of Georgia and United Cerebral Palsy of South Carolina, including garnishment processing, quarterly/yearend reporting, and posting payroll to the general ledgers. Maintenance of the integrity of the electronic timesheet system and trainings for staff on usage of that system.

EDUCATION OR TRAINING REQUIREMENT: High school diploma or equivalent, though an advanced degree or specific payroll training is preferred.

EXPERIENCE REQUIREMENT: Minimum 6 years work experience including payroll processing for a company of at least \$20M with at least 400 employees. Expert in excel (including data manipulation techniques such as complex formulas, pivot tables, v-lookups). Experience working with a payroll system is required (ADP software preferred but not required). Experience working with general ledger systems (Sage software preferred but not required) including importing/exporting between excel and the general ledger. Working knowledge of all applicable Federal and State labor laws. Excellent verbal and written communication skills. Excellent analytical and organizational skills.

SPECIAL LICENSES, REGISTRATION OR CERTIFICATION: N/A

SUPERVISORY RESPONSIBILITY: N/A

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Manage full bi-weekly payroll process for over 500 employees (two companies) accurately and completely and in compliance with all applicable laws and regulations.
- Ensure all timesheets for each pay period complete for each payroll cycle and import timesheet information into the payroll system.
- Execute payroll bank transfer to ensure sufficient funds in payroll account as need by ADP payroll processing vendor for each pay period. Communication to Manager of transfer each pay cycle.
- Process temporary payroll changes into the payroll system, including garnishments and non-permanent pay rate changes.
- Calculate timesheet revisions for entry into the payroll system. Process manual checks as needed in compliance with company policies, including posting transactions into the general ledger system. Maintain manual check log.

- Distribute payroll checks/vouchers.
- Ensure payroll deadlines met. Notify staff of issues that need resolution and of early payroll processing deadlines and/or changes in pay dates.
- Develop and maintain positive and productive relationship with consumers, families, co-workers and community members.
- Maintain objectivity and confidentiality in position in order to set appropriate limits while working with co-workers.
- Post payroll into the general ledger system, including accrual entries.
- Assist with payroll bank account and payroll clearing account reconciliations as needed.
- Perform year end close procedures to ensure accurate W2 documents, issued by Federal deadline. Re-issue and resolve W2 issues as needed.
- Investigate payroll questions from employees, explain and adhere to company policies, and resolve payroll related issues with employees and/or their managers.
- Maintain up to date knowledge of all applicable Federal and State labor laws as they relate to processing accurate paychecks for employees.
- Perform scheduled updating/importing of time and attendance software through exports from payroll system data.
- File quarterly SUTA reports.
- Compile and distribute payroll reports, such as labor distribution, increased workload, no rehire, user error, etc.
- Compile data reports to verify the accuracy of vendor payments for employee benefits for AFLAC and other benefits that are deducted from employee paychecks. Request payments for those vendors.
- Maintain integrity of the time and attendance software database and workbooks, including setting up new users, departments, workgroup codes, etc.
- Train and support managers on the time and attendance software system and provide special support to the Executive Team.
- Other Duties as Assigned.

SIGNATURE LINES: Sign below to indicate that the above statements have been reviewed with the employee by their immediate supervisor.

Employee's Signature _____

Date _____

Supervisor's Signature _____

Date _____