

Payroll Specialist

Family Paths, Inc.

Family Paths is a non-profit agency that has provided mental health and family support services to strengthen families and prevent child abuse since 1972. Family Paths offers a fun and supportive team environment, a commitment to training, opportunities for growth, and an excellent benefits package. We are an agency that is actively engaged in multicultural organizational development and respects and values the diversity of the communities we serve and the staff who work here. Family Paths serves all of Alameda County with offices in Oakland and Hayward.

Position Description:

The Payroll Specialist position requires outstanding attention to detail and knowledge of labor laws and regulations as they relate to payroll. Under the supervision of the HR Manager, the Payroll Specialist works to ensure accurate processing and recording of the agency's payroll. Other duties include processing payroll related items, processing manual checks, reconciling payroll-related accounts, maintain payroll records, and ensuring compliance with federal, state, and local payroll requirements. The Payroll Specialist must be able to communicate with co-workers, management, vendors, and others in a courteous and professional manner.

This position requires the demonstration and commitment to the agency's mission, vision, and values, including a strong commitment to issues of social justice and culturally and linguistically responsive practices.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Processes semi-monthly and bi-weekly payroll for about 90 employees using ADP Workforce Now.
- Reviews time cards for accuracy.
- Performs payroll-related functions including but not limited to processing tax changes, wage garnishments, deductions, direct deposit, termination checks, and bonuses.
- Reviews and verifies payroll data in a timely manner, calculates overpayments, retroactive pay, and enters payroll data.
- Set up 401K loan payments
- Prepares manual checks as necessary.
- Oversees maintenance of payroll records and files.
- Responds to routine inquiries concerning payroll deductions and accruals, wage garnishments, child support payments, and employment verifications.
- Posts journal entries and prepare and submit payroll reports.
- Reconciles all payroll-related accounts and activities.
- Ensure timely completion and issuance of annual W-2's
- Ensure compliance with federal, state, and local payroll requirements.
- Assist with payroll, financial, 401k, and external audits as assigned.
- Assists with the development and implementation of payroll practices, policies, and procedures.
- Assists with related special projects as required.
- Performs other related duties as assigned by management.

REQUIREMENTS, QUALIFICATIONS, SKILLS & ABILITIES:

- Associate's Degree in Accounting, Business, or other related fields of study or 3+ years of experience in payroll administration for exempt and nonexempt employees
- Certified Payroll Professional (CPP) preferred
- Knowledge of general accounting principles, regulatory standards and compliance requirements
- Knowledge of labor laws and regulations
- Proficient in ADP Workforce Now
- Ability to use other Microsoft programs, such as Word, Excel, Outlook, and Notepad effectively.
- Commitment to excellence and high standards.
- Acute attention to detail.
- Excellent written and verbal communication skills.
- Ability to prepare reports and business correspondence.
- Ability to understand and follow written and verbal instructions
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Ability to work independently and as a member of various teams and committees.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.

Physical Requirements:

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. While performing the duties of this job, the employee is:

- Occasionally required to stand.
- Occasionally required to walk.
- Frequently required to sit.
- Frequently required to utilize hand and finger dexterity.
- Frequently required to talk or hear.
- The employee may occasionally lift and/or move up to 10 pounds

COMPENSATION: \$26.36- \$27.73. Pay rate is commensurate with education and experience and competitive in the non-profit environment.

LOCATION: Oakland

EMPLOYEE STATUS: Part Time

WEEKLY HOURS: 18.75 (*Full Time positions are based on a 37.5 work week*)

BENEFITS INCLUDE:

- Group Kaiser and Dental Benefits
- Flexible Spending Accounts
- PTO plan starting at 4 weeks (progressive to 6 weeks at 5 years)

- 9 paid Holidays, 2 Float Holidays
- 5 days of paid Educational Leave + professional development allowance
- 401K Retirement Plan, Commuter Benefits Plan, 529 Education Savings Plan, Long Term Disability Insurance, Voluntary Long-Term Care Insurance, Voluntary Aflac Benefits
- Professional development opportunities

TO APPLY: Send your resume and **cover letter** to Zainna Reed. **Resumes without cover letters will not be reviewed.**

Email: zreed@familypaths.org

Fax: **510-893-2074**

Website: www.familypaths.org