



POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

www.caoginc.org

POSITION/TITLE: Data Support and Payroll Administrator

POSITION LOCATION: Albion Office

PAY/HOURS: 40 hours/week

\$20/hour

QUESTIONS OR RESUME TO:

Susan Jessmer, HR & Payroll Administrator
 409 East State Street
 Albion, NY 14411
hr@caoginc.org 589-5605

RESPOND BY Friday, November 25

Note: Internal Candidates may respond with a letter of interest and resume.

MAJOR RESPONSIBILITIES

This position is directly responsible for the overall administration of the Payroll functions of the agency, including the smooth, accurate, and timely flow of information related to payroll and Human Resources within the Fiscal Department necessary for the efficient operation of the business aspects of the agency. This position is also responsible for Data Support needs of the agency with regard to running reports, data entry, data integrity review and assistance with preparation or regulatory reports. The Administrator may also participate in training staff on proper data collection and use of systems.

- Primarily responsible for smooth and accurate processing of bi-weekly payroll. Expected to develop high skill level as administrator within ADP's payroll and HR software system.
- Review time and attendance records following supervisor approvals. Confirm availability of vacation and sick time used by employees. Prepare allocation spreadsheet for salaried employees. Prepare temporary rate increase spreadsheet for hourly employees. Make any necessary payroll edits. Complete adjustments in payroll processing.
- Review completed payroll for accuracy and completeness. Calculate FICA by department. Maintain supporting documentation of all payroll adjustments and reports.
- Prepare payroll voucher and upload into accounting software.
- Prepare mandatory reporting on a monthly, quarterly, annually basis.
- Provide support with ImPowr.
- Perform routine assessment of data quality and follow through for correction.
- Develops spreadsheets and tracking systems.
- Manages the agency intranet and job aids. Ensures version control.
- Serves as liaison to IT vendor.
- Maintains and manages IT inventory.
- Serve as main point of contact for the telephony vendor.
- Assist and maintain system access administration for all users.
- Use data to understand Business patterns and trends.
- Analyze internal and external data through quantitative research.
- Perform data cleanups and document processes.
- Investigate and resolve any data discrepancies in a timely manner and present findings to management.
- Review and update reconciliation reports.
- Manage and update customer information using the Case Management system.
- May be asked to participate in projects to collect or manage data.
- Other duties as assigned.
- Maintain Confidentiality regarding Agency employee, client, and business information.
- Will become knowledgeable with and abide by the agency's Fiscal Policies.
- Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations and webinars.
- Demonstrated ability to work independently
- Excellent organizational and interpersonal skills with a strong attention to detail
- Intermediate to advanced proficiency with Microsoft Office. Strong analytical and problem-solving skills. Superior verbal/written skills and presentation skills.
- Proficiency in computer applications (MS Office). Must become knowledgeable in the use of the agency account software and payroll system (ADP)
- Must meet insurance company requirement for bond (crime/theft) insurance.
- This position requires a valid driver's license, an acceptable driving record, and insurance coverage per agency policies.