

**POTOMAC CONFERENCE CORPORATION
JOB POSTING**

POSITION: Payroll Specialist
SUPERVISOR: Undertreasurer
CLASSIFICATION: Hourly

DEPT: Treasury
WAGE SCALE: 61-81%
HOURS: 38 (Full Time)

POSITION SUMMARY: Responsible for performing the technical functions and following prescribed processes in preparation of payroll, journal voucher entries, preparing statements and interest calculations for Revocable Trusts and Gift Annuities, and providing general accounting support to the Treasury department.

ESSENTIAL JOB FUNCTIONS: All job functions are expected to be performed in timely and accurate manner.

- Ensure accurate and timely data entry for monthly/bi-weekly payroll transactions for all payrolls (Teacher, Sub, ABC, Field, Locally Funded, etc).
- Responsible for all functions and processes of the bi-weekly payroll including printing and distribution of checks.
- Serve as liaison with Human Resource Services (HRS) as needed for input and reconciliation of salary adjustments, vacation, benefits, deductions, parsonage exclusions, and other data into the payroll system.
- Ensure payroll advances are deducted on a current basis and reconciles all payroll related accounts including Taxes Prepaid, Social Security, tax withholding accounts, payroll advance loans, and others.
- Initiates Electronic Fund Transfers (EFT) payments for taxes and remits payments for items deducted from employee's paychecks.
- Initiate transfers of funds to payroll banks to cover direct deposits and checks.
- Remit payments to Retirement Services Bureau, and taxes to employees' States of residence.
- Produce biweekly payroll, Journal Voucher upload to the general ledger, payroll register, and other biweekly reports.
- Assist in clearing outstanding items from the payroll bank reconciliations.
- Prepare accurate and timely files for IRS Forms 941, W-2, and W-3; monthly, quarterly, and annual Social Security and state tax reports;
- Prepares schedules and reports as requested.
- Prepares "Employee Salary and Area Travel" report, reconciles with general ledger, and distribute.
- Notify and work with HR regarding any timekeeping or payroll issues.
- Revocable Trust and Gift Annuities – prepare the following:
 - a. Interest calculations and quarterly statements
 - b. Year-End reports, 1041's, K-1's tax returns and schedules
 - c. Communicate with trustors as needed via, phone calls and/or emails, etc.
- Serve as backup for all accounts payables and tithe remittance receipts.
- Post journal voucher entries.
- Assist and support accounting, auditing, and other departmental initiatives as requested.
- Other duties as assigned.

EDUCATION

BA/BS degree required. Degree in accounting or business-related field strongly preferred. Successful and relevant work experience may be acceptable in lieu of educational requirement.

EXPERIENCE

Must have no less than 3 years of relevant successful work experience in areas of accounting and payroll processing. Must have experience with all aspects of payroll processing and compliance, and in preparation of statements. Must also have experience with systems and processes development.

SKILLS AND ABILITIES

Must have extensive knowledge and skill in principles and processes of bookkeeping / accounting (accts pay, accts rec, etc), standard practices and regulations relating to collections and payroll processing, and basic human resource payroll functions. Must also have and be able to demonstrate well-developed problem solving abilities and up to date office procedures such as filing, telephone, office equipment (computer, phone, fax machine, copier, etc and computer software use (MS Word, MSOutlook, MS Excel, and English usage (grammar, spelling, punctuation, etc.)

TO APPLY: Send your resume to Johanna Prestol-Dominguez, PHR, Director - Human Resources. Contact information: johannapd@pcsa.org, Potomac Conference of Seventh-day Adventists, 606 Greenville Avenue, Staunton, VA 24401, Fax: 540-904-0722