



POSITION DESCRIPTION

Position Title: Payroll Accountant
Status: Full Time/Exempt
Reports To: VP & CFO

Position Summary:

The Payroll Accountant will take the responsibility of the organization's payroll functions, ensuring pay is processed on time, accurately, and in compliance with government regulations.

Duties/Responsibilities:

- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Prepares and maintains accurate records and reports of payroll transactions.
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Facilitates audits by providing records and documentation to auditors.
- Identifies and recommends updates to payroll processing software, systems, and procedures.
- Upload employee's documents into Paylocity.
- Set up triggers for alerting senior staff of due dates on reviews and performance evaluations.
- Reconciles monthly group medical insurance invoices and prepares for A/P
- Backup for A/P and A/R
- Performs other duties as assigned.

Required Skills/Abilities:

- Extensive knowledge of the payroll function including preparation, balancing, internal control, and payroll taxes.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.
- Proficient with payroll software programs.
- Must be self-driven, demonstrate initiative, and be able to multi-task and adapt to changing priorities.

Education and Experience:

- Bachelor's degree in Accounting, Business Administration, Human Resources, or related field required.
- Three to five years of related experience required.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.

Apply:

To apply for this position, please submit in PDF format a resume and cover letter of introduction outlining your specific experience and qualifications to Tom Flaherty, V.P. & Chief Financial Officer, at HR@jaxsymphony.org. No phone calls, please.

Posting: 9/21/2022