



## JOB ANNOUNCEMENT

POSITION TITLE	PAYROLL COORDINATOR	
DEPARTMENT	ADMINISTRATION	
REPORTS TO	DIRECTOR OF FISCAL OPERATIONS	
FLSA STATUS	FULL-TIME/EXEMPT	
RECRUITMENT FOCUS	EXTERNAL APPLICANTS	
POSTING DATE:	INTERNAL CLOSING:	EXTERNAL CLOSING:
4/28/17	OPEN UNTIL FILLED	OPEN UNTIL FILLED

### ORGANIZATION SUMMARY

The LA Conservation Corps (the Corps) is a private, non-profit organization that has been helping at-risk young people develop themselves since 1986. To date, more than 20,000 young people have participated in Corps classes and service projects, learning new skills while contributing to the quality of life for all of us in the greater Los Angeles area.

### MISSION

The primary mission of the LA Conservation Corps is to provide at-risk young adults with opportunities for success through job skills training, education and work experience with an emphasis on conservation and service projects that benefit the community.

### POSITION SUMMARY

Reporting to the Director of Fiscal Operations, the Payroll Coordinator position is responsible for the supervision of Payroll staff in the production of timely and accurate payroll. Assist Program Supervisors and Program Managers with any questions or concerns. Ensure compliance with current labor law and LA Conservation Corps policies and procedures. The Payroll Coordinator ensures the timely payment of earned salaries thus allowing the effective operation of programs of the Los Angeles Conservation Corps.

### ESSENTIAL RESPONSIBILITIES

#### Payroll

- Monitor daily functions of Payroll Department staff, direct and prioritize work efforts, as needed, to ensure due dates and deadlines are met and leading the team in responding to inquiries related to payroll.
- Provides guidance on the prevailing laws governing payroll and income taxes, employee benefits, and garnishments and ensures compliance with current labor law and Corps policies and procedures, including adherence to HR employee handbook policies as it relates to payroll.
- Develop, implement and monitor payroll procedures.
- Control and supervise the preparation, documentation, and disbursement of payroll-related payments.

#### Reporting and Compliance

- Review Payroll reports before transmission of payroll to Paycom.
- Prepare payroll cash requirements report to accurately fund the Payroll bank account prior to the Paycom wire transfer.
- Review Paycom reports after payroll is processed.
- Prepare and distribute monthly billable hours report.
- Maintain Payroll Payable and Workers' Compensation balance sheets.
- Prepare annual Workers' Compensation and Payroll audit documentation for Quality Comp review.
- Prepare annual audit schedules.
- Prepare annual performance evaluation for Payroll staff.
- Prepare and submits annual unclaimed listing and wages to State.
- Monitor and verify sick leave and vacation accrual balances and assist staff in the preparation of post-payroll journal entries.
- Review Paycom quarterly tax returns. Review and distribute accrued time reports.
- Review Paycom year-end reports and ensure W-2's are distributed by the required due dates.

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- Prepare payroll processing schedule for upcoming year.

### Systems Oversight

- Plan for and provide oversight of implementation of software conversions and upgrades to ensure latest technology is being utilized and software solutions are being maximized.
- Maintain personnel budget information in Advanced Budget Module of Corps' Financial Edge non-profit accounting software.

### **MINIMUM REQUIREMENTS/QUALIFICATIONS**

- Strong knowledge of Generally Accepted Accounting Principles (GAAP).
- Demonstrate proficiency in the areas of budget development/management, cost projections and reporting requirements.
- Demonstrate excellent analytical skills; characterized by identifying, assimilating and comprehending the critical elements of various situations, and extracting and interpreting the implications of courses of action.
- Demonstrate excellent communication and presentation skills (verbal and written); characterized by actively listening and ensuring respectful two-way communication.
- Demonstrate sensitivity, understanding, and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds.
- Demonstrate strong time management skills and a high level of attention to detail.
- Demonstrate a high level of accountability, responsibility, and dependability.
- Demonstrate teamwork through cooperation and collaboration with others.
- Demonstrate a positive attitude, self-discipline and self-awareness.
- Ability to prepare concise, logical and grammatically correct documents, reports, and presentations.
- Ability to accept, direct and perform responsibilities and assigned tasks as a project team member in support of the overall project.
- Ability to explain policies, procedures, directions and represent the Corps' philosophy and values to a wide range of audiences including corpsmembers, programmatic staff, management and the public.
- Ability to structure tasks, establish priorities and set goals.
- Ability to effectively perform the physical requirements of the job, as well as train others.
- Ability to effectively provide presentations, work demonstrations, and instruction to others to promote and establish of culture of safety.
- Ability to balance competing priorities and multiple stakeholders.
- Ability to work independently.
- Intermediate level of computer skills (Microsoft Office environment) including Excel, Word, PowerPoint, software and Internet research.
- High level of interpersonal skills, integrity and the ability to keep information confidential.
- Uses good judgment, evaluates alternatives in the achievement of quality outcomes.
- Results-/Solution-oriented; flexible.
- Passion for the Corps and ability to articulate its mission.

### **REQUIRED EDUCATION AND EXPERIENCE**

- Associate's Degree from an accredited institution; a minimum of three (3) years of experience working in the payroll field.
- Significant experience in the non-profit sector; experience with Paycom and Blackbaud suite of software (FE, FE NXT, ABM).

### **OTHER DUTIES AND REQUIREMENTS**

- Pass a post-offer drug/alcohol screen test before commencing employment (required to submit for the drug/alcohol screening at a company designated facility).
- Pass a post-offer Live Scan (fingerprint/background clearance-Department of Justice) before commencing employment.
- If a private vehicle is utilized for company purposes validation of a California Class C Driver's License, validation of



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driving record and approval of commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage per the requirements of the state of California.

- Reference checks will be conducted; employment is contingent upon receipt of acceptable references.

### **SALARY AND BENEFITS**

- Salary \$43,094 - \$68,130 annually (reflects the entire salary range). A starting salary higher than \$43,094 annually is based on a level of experience and education that significantly exceeds the minimum requirements and is commensurate with the compensation scale (salary range).
- Medical, Dental, Vision Benefits
- Vacation, Sick and Personal Holiday Benefits

### **EXTERNAL APPLICATION PROCEDURE**

Email cover letter and resume to [jobs@lacorps.org](mailto:jobs@lacorps.org). The Los Angeles Conservation Corps only employs individuals who are lawfully authorized to work in the United States.

You will be requested to complete an application at a later date if you are chosen for an interview. Based upon a review of your application and supportive information, applicants will be considered for the interview portion. The interview will cover education and experience requirements. Applicants who need reasonable accommodations to apply or interview for this position must notify Human Resources at least four (4) business days before the closing date of the position or, if applicable, at the time an interview is scheduled.

### **AA/EEO STATEMENT**

It is the policy of LA Conservation Corps to seek and employ qualified workforce at all locations, job sites, and facilities, and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation and benefits, promotion, transfer, and termination.

**LA Conservation Corps**  
**Equal Opportunity Employer**  
[www.lacorps.org](http://www.lacorps.org)