



Title: Accounts Payable and Payroll Associate

Reports to: Business Manager

Status/Hours: Full time; calendar year, Monday through Friday, 32-40 hours per week

Job Classification: Hourly, non-exempt staff.

Date: October 2023

Position Summary:

The Accounts Payable and Payroll Associate, a member of the Business Office team, will be responsible for all invoices received for payment and for undertaking the payment of all creditors in an accurate and efficient manner. The Associate will also be responsible for all tasks related to payroll processing.

Accounts Payable Duties and Responsibilities:

- Coordinate, review, enter and reconcile all accounts payable invoices, maintain vendor database, and issue payments.
- Receive and distribute incoming accounts payable invoices and related documents for approval.
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
- Balance accounts payable to the general ledger.
- Maintain 1099 vendor files for accuracy and up-to-date W-9 forms for tax reporting; prepare vendor credit applications.
- Prepare and maintain the purchase order function ensuring that proper procedures are followed.
- Prepare CT sales tax and escheat filings.
- Manage and reconcile School-issued credit cards, update accounts as needed and monitor transactions made against the accounts.
- Set up and maintain Amazon accounts for employees.
- Perform other related accounts payable duties as needed.

Payroll Duties and Responsibilities:

- Process employees' paychecks by collecting payroll data and timesheets verifying employees' work hours and payment through the payroll system for both monthly and biweekly payrolls.
- Maintain employee electronic records in the payroll software's HRIS system and paper file records.
- Track and record all paid time off for exempt and non-exempt employees.
- Record all monthly and bi-weekly payroll entries into the general ledger.
- Assist in the onboarding of new hires into the payroll system, including the set-up of the time and attendance function and the processing of new hire background checks.
- Prepare personnel and medical file folders for all new hires.
- Perform other related duties as needed.

Minimum Qualifications Required:

- Solid understanding of basic bookkeeping and accounting payable principles
- Blackbaud or other financial reporting software a plus
- Proven ability to calculate, post and manage accounting figures and financial records.
- Strong computer skills with working knowledge of Microsoft Excel and Word.
- Familiarity with payroll software and wage and hour laws.
- High degree of accuracy and attention to detail with ability to meet deadlines.
- Confidentiality and respect for employee records.
- Bachelor's degree in business or accounting preferred but not required.

Additional Requirements:

- Successful completion of post-offer, pre-employment criminal background checks
- Work is performed indoors on a tobacco and cannabis smoke/vape free campus.

Additional Information:

The essential functions and basic skills have been included. It is not intended or construed as an exclusive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by leadership as deemed appropriate.

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Apply to: M. Donecker at mdonecker@salisburyschool.org.