



Accounting & Payroll Manager Job Description 2020

<u>DATES:</u>	Year-Round
<u>HOURLY WAGE:</u>	\$24-\$26 per hour
<u>EMPLOYMENT STATUS:</u>	Full-Time, Year-Round, Non-Exempt, Hourly Employee
<u>BENEFITS:</u>	All benefits per RMYC personnel policies

Summary

The Accounting & Payroll Manager (A&PM) is a senior staff position responsible for assisting the Chief Financial Officer (CFO) in managing various aspects of the accounting and payroll operations of the non-profit office. The A&PM reports directly to the CFO.

Position Summary:

The essential duties of the Accounting & Payroll Manager (A&PM) are to account for the income and expenses by performing the accounting and payroll functions including preparing and processing payroll, assisting with financial reports, payroll reports, writing of checks, depositing receipts and any finance and human resource projects as needed. Specific and primary duties and responsibilities are listed below (not a complete list).

I. Responsibilities:

- a. The A&PM is responsible for assisting the CFO with payroll, reconciling bank statements, conducting monthly and year-end financial reports, assisting with the preparation of state and federal financial filings, including but not limited to:
 - i. Prepare, process and maintain payroll. This includes timesheet management and updating payroll records for year-round and seasonal employees.
 - ii. Prepare and file all necessary tax documents regarding monthly and quarterly payroll deposits, end of year payroll tax statements, W-2's and 1099 vendors.
 - iii. Assist in the preparation of the annual budgets.
 - iv. Prepare financial statements and applicable accounting records necessary for tracking income and expenses.
 - v. Credit Cards/Gas Cards – ordering, distribution, analysis, and management of year-round and seasonal staff credit cards and gas cards, and all necessary staff training associated with the use thereof.
 - vi. Expense Reporting and tracking through Nexonia for year-round and seasonal staff.
 - vii. Cost per Crew Week Calculation – update, analyze, review current and prior year history.
 - viii. Update Budget vs. Actual spreadsheet monthly.
 - ix. Prepare bank deposit documents, enter deposits into QuickBooks, and take to the bank weekly. Reconcile all bank accounts monthly with the CFO.
 - x. Accounts payable – regularly prepare vendor checks and set up and manage auto bill pay where appropriate. Assist with proper account coding and obtain approval signatures according to RMYC procurement policy.
 - xi. Accounts receivable – assist CFO with project and internship invoicing .
 - xii. Enterprise Zone Contribution Certificates – file quarterly reports online and prepare individual EZ tax credit certificates for donors.
 - xiii. Raffle Report – file quarterly and annual reports.
 - xiv. Personal Property Tax Report – file annual report.
 - xv. Form 990 Non Profit Tax Return– assist with documentation for annual tax filing.
 - xvi. Bi-annual audit – assist with documentation preparation for Financial Auditor.
 - xvii. Donor Statements – prepare year end summaries for recurring donors.
 - xviii. CO Gives and Stripe donations - enter monthly deposits into QuickBooks.
 - xix. Assist with the Workers Compensation annual renewal and audit reporting.

II. Human Resources

- a. The A&PM is responsible for assisting in administering human resource functions including but not limited to:
 - i. Assist with benefit plan and retirement plan administration and compliance.
 - ii. Unemployment – assist with unemployment claims
 - iii. Department of Labor – monthly labor statistic reporting, as required.
 - iv. Career Arc – assist with seasonal training, enrollment and follow up
 - v. Personnel Paperwork – assists with the management of personnel paperwork, in-take, employment verification, filing, and recording.
 - vi. Workers compensation claims and annual reports – assist CFO and other staff as needed.
 - vii. Assist with OSHA reporting and compliance.
 - viii. Respond to other reporting requests from Chief Executive Officer or other Senior Staff as needed.

III. Administrative Responsibilities

- a. Attend staff meetings.
- b. Assist with fundraising activities as needed.
- c. Other duties as required.

Qualifications

Education: Bachelor's degree preferred, extensive training and/or experience in accounting and payroll practices.

Experience: Accounting work experience (5 years minimum preferred). Extensive knowledge and experience working with QuickBooks software and payroll.

Knowledge, Skills & Abilities

- A solid understanding of accounting and compensation concepts.
- Ability to maintain accurate and complete records.
- Proficient with all aspects of QuickBooks software, Word, Excel and Internet.
- Strong mathematical skills.
- Ability to complete tasks in a detailed and timely manner.
- Ability to manage competing priorities while meeting deadlines.
- Must be detail-oriented.
- Good people skills, including good speaking and writing skills.
- Ability to work with people from diverse backgrounds.
- Ability to work independently.
- Ability to work well with others in a team atmosphere.
- Reliability, honesty, and confidentiality.

Hours & Compensations: This is a full-time non-exempt (40 hours/week), hourly position with benefits.

Any questions related to this position should be sent via email to finance@rockymountainyouthcorps.com.

Interested applicants should send:

- Cover letter;
- Resume;
- Three professional references

to: finance@rockymountainyouthcorps.com with "Accounting & Payroll Manager Application" in the subject line no later than 5:00 pm MST, Wednesday, February 19, 2020. Anticipated start date is as early as Monday, March 2, 2020, depending on availability.

*Rocky Mountain Youth Corps is an Equal Opportunity Employer.
For more information on Rocky Mountain Youth Corps, please visit
www.RockyMountainYouthCorps.org*