



SUMMARY

Under the supervision of the Payroll Manager, **the Payroll Specialist** is responsible for gathering, inputting, preparing and submitting the payroll for over 200 employees on a biweekly basis. In addition, this position registers and instructs new employees on the electronic finger punch time clock and performs a variety of accounting duties like preparing reports and journal entries utilizing the GL interface. Ravenswood is an equal opportunity employer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In accordance with RFHC Policies and Procedures:

- Monitor and retain documentation for each biweekly payroll in accordance with federal and state guidelines.
- Maintain employee payroll records and correspondence with external agencies as directed by the Manager.
- Participate in New Hire Orientation by instructing new employees to use the hand punch or online time entry systems.
- Work with managers ensuring payroll is submitted on a timely basis every pay period.
- Follow up with managers and employees if there are discrepancies on time cards/hand punches
- Extensive data entry in Excel to maintain employee Leave History and Attendance Reports
- Gather, input, review and submit payroll on a bi-weekly basis using the ADP Pay eXpert and EZ Labor Management Systems
- Reviews accounting documents to ensure accuracy of information and calculation and make correcting entries as necessary.
- Prepare and maintain control and subsidiary accounting records involving a variety of transactions and accounts.
- Prepare journal entries and reconciliation of general ledger, journals, subsidiary accounts and bank statements.
Communicate effectively in a manner that promotes **trust** and cooperation.
- Participate in monthly, quarterly, and annual payroll account reconciliations and reporting
- Ensure effective customer service that is culturally and linguistically appropriate for co-workers and their department heads.
- Collaborate with those responsible for accounting, payroll, and audit responsibilities.
- Participate in administrative meetings and community meetings as assigned by the Accountant II.
- Other duties as assigned and requested

QUALIFICATIONS

- High degree of accuracy and detail orientation required
- Equivalent of an Associates Degree from an accredited Junior College with classes in Payroll Accounting; **or** a high school education plus 2 years experience working with a complex automated payroll accounting system; or equivalent combination of education and experience.
- Strong data analysis and problem solving skills
- Proficient in MS Office, especially working with Excel
- Experience using ADP Workforce Now strongly preferred
- Experience in a healthcare setting strongly preferred
- Excellent written and verbal communication skills
- Ability to work independently without supervision as well as in a team

Qualified Applicant submit resumes to:

resumes@ravenswoodfhc.org or

FAX: 650.321.8576