

# Schnitzer Family Campus

Mittleman Jewish Community Center + Portland Jewish Academy

**JOB ANNOUNCEMENT:** Payroll Specialist/Accounting Assistant

**OPENING DATE:** September 3, 2019

**CLOSING DATE:** Open Until Filled- Apply Now for Immediate Consideration

**SALARY:** \$19.00 – \$21.00 / hour

**STATUS:** Full-time non-exempt

**POSITION SUMMARY:** Under the supervision of the CFO and the HR Director, the Payroll Specialist/Accounting Assistant performs a variety of tasks that relate to payroll as well as supports other departments with accounting skills.

Responsibilities will include, but are not limited to, the following:

- Review and process payroll for two organizations.
- Enter payroll deductions.
- Acts as point of contact for AmCheck (time and attendance/HRIS software) issues and HRIS updates.
- Manage missed, final and uncashed payroll checks.
- Prepare and maintain a variety of reports summarizing payroll, vacation and PTO leave accruals, profit sharing, deductions, withholdings and other accounting information for appropriate management staff.
- Provide exemplary customer service to employees by answering payroll questions, and problem-solving issues that arise with tax changes.
- Create and maintain employee files.
- Provide support to our Finance and Human Resources teams.
- Recommends and implements changes in methods or procedures to improve the efficiency of the payroll function.
- Other general administrative tasks and duties as assigned including some credit card reconciliation and support with accounts receivable and the client database software.

**Qualifications:** Any combination of experience and training that demonstrates the ability to perform the position. This would typically include:

- Thorough knowledge of payroll practices and principles.
- Knowledge of state and federal employment laws relating to payroll.
- Bachelor's degree and 2-3 years of experience processing payroll in a diverse organization, preferred. The equivalent combination of education and/or experience may be considered. Certified Payroll Professional (CPP) designation preferred.
- Detail-orientated with computer skills to include Word, Excel, Quickbooks and payroll processing software.
- Familiarity with HRIS systems and reporting.
- Strong math skills.
- Strong written and verbal communication skills to provide analysis, clear documentation and to research information as needed.
- Excellent customer service skills
- Good interpersonal and communication skills.
- Ability to multitask and meet multiple deadlines.
- Ability to perform and stay focused during high-pressure periods.

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- Ability to establish and maintain effective work relationships with executive management, board of directors, colleagues, employees, brokers, vendors, and others contacted in the course of work.

**PHYSICAL REQUIREMENTS OF THE POSITION:** Duties are primarily performed in an office environment. This position requires visual and auditory acuity within normal limits, and may require the ability to use a computer keyboard for extended periods. Clear verbal communication ability is required.

As a Shared Services employee, you will be part of the generous PJA benefit package. PJA contributes all or most of your medical insurance premiums at the individual level, depending on which plan you choose. Voluntary plans include Dental, LTD and AFLAC products. Coverage begins the 1st of the month following your start date. In addition, as a FT employee, you will receive a free membership to the MJCC. Our time off plan includes up to 13 Jewish Holidays per year, 8 holidays, 12 vacation days, 3 PTO days and accrual of 1 sick day per month.

Interviews begin soon, apply today!

**TO APPLY:** Apply online at our website: [www.pjaproud.org](http://www.pjaproud.org) (select "About Us," then select "Employment"). A completed PJA application is required, as is a resume. Portland Jewish Academy and Mittleman Jewish Community Center are Equal Opportunity Employers.