

## Job Description

<b>Job Title:</b>	Payroll Specialist
<b>Grade Level and Salary Band:</b>	Grade 2-\$25.34 to \$32.31 DOE
<b>Department   Program</b>	G&A   Facilities
<b>Fair Labor Standards Act (FLSA) Classification</b>	Part-Time 20hrs/wk   Non-Exempt
<b>Reports to:</b>	Controller
<b>Supervisory Responsibility:</b>	NA
<b>Budget Authority:</b>	NA

**Lifelong is a community health organization committed to removing barriers to health with relentless compassion so that no one faces illness and injustice alone.**

We lead with heart. Our respect for people drives our mission. For over 35 years, Lifelong has fought health inequity with relentless compassion. We work to remove barriers to health for all people, so that no one faces illness and injustice alone. Our comprehensive services include food and nutrition, healthcare navigation, aging and disability support, and connection to housing and other vital resources.

We're looking for passionate, dedicated people to join our talented team and make real, meaningful change in the daily lives of those living with chronic and life-threatening illnesses in their community. Lifelong offers exceptional benefits, including paid time off, medical, and dental coverage in addition to a balanced work-life integration.

We seek applicants who value diversity and inclusivity. Women, People of Color, and members of the LGBTQIA+ Community are encouraged to apply.

**Job Location: Remote or Georgetown location.**

### **Job Summary:**

The Payroll Specialist will review timesheets, process semi-monthly payroll, maintain data in Paycom, and other tasks as described below.

### **Essential Functions**

- Process semi-monthly payroll using Paycom for approx. 150 Union and Non-Union employees
- Maintain 401k elections and upload employee/employer contributions to carrier
- Maintain Union dues and prepare monthly Union dues reports
- Maintain labor allocations and GL mapping for payroll codes
- Coordinate with Controller to update monthly allocations for organizational expenses
- Review and reconcile monthly benefit invoices to general ledger
- Enters, maintains, and/or processes information in the payroll system; information may include employees' hourly rates, salaries, commissions, bonuses or other compensation, time worked, paid leave and holidays, deductions and withholding, address changes, and other information.
- Pull time detail and check registers for grant billings

- Coordinate new or ongoing tax updates with Paycom
- Monitor Payroll email and respond to employee inquiries
- Issues, or reissues, physical or replacement checks or direct deposits due to payroll errors or final discharge.
- Work closely with HR to ensure employee records are complete and accurate
- Other duties as assigned

## **Knowledge, Skills, and Abilities**

- Experience with in-house payroll using HR/Payroll platforms, Paycom experience a plus.
- Demonstrated skills and strong working knowledge of Microsoft Office suite of applications, including Excel, Power Point, Outlook, and Word.
- Demonstrates and supports a culture of diversity, equity, and inclusion.
- Ability to work with all people from all levels, different backgrounds, work experiences.
- Ability to communicate clearly and professionally in both verbal and written form.
- Proven ability to work independently and in a collaborative team environment.

## **Education and Experience**

- Payroll certification, Associate degree in accounting, business or finance; or equivalent combination of education and experience.
- High school diploma or equivalent required.
- 3+ years of payroll experience, over 100 employees preferred.

## **Physical Demands**

- Ability to occasionally lift 25 lbs. and regularly and walk-up flight of stairs.

## **Work Environment**

All staff are currently required to use personal protective equipment to prevent exposure to COVID-19, and proof of full COVID-19 vaccination is required upon hiring.

## **EEO Statement**

Lifelong is committed to creating an accessible, supportive environment and experience that recognizes diversity and cultural competence as integral components of what we do.

We are an Equal Employment Opportunity Employer and as such, we do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

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**DISCLAIMER: INTENT AND FUNCTION OF JOB DESCRIPTIONS**

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

All descriptions have been reviewed to illustrate the job functions and basic duties, in addition to peripheral tasks or that could generally be considered as “other duties as assigned”.

In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Requirements, skills and abilities included have been determined to illustrate the minimal standards required to successfully perform the positions.