



THE ARC SAN FRANCISCO
1500 Howard Street, San Francisco, CA 94103

JOB TITLE	Payroll Administrator	GRADE	
REPORTS TO	Comptroller	STATUS	Regular, Full-time
FLSA	Exempt	STANDARD WK HOURS	

ORGANIZATIONAL SUMMARY:

The Arc San Francisco is a non-profit service and advocacy organization for adults with intellectual and developmental disabilities and their families living in San Francisco, Marin, and San Mateo counties. We currently serve a varied group of over 750 clients who, despite their diverse backgrounds, ages and disabilities, are all similar in their desire to live a life of greater self-determination, dignity, and quality. Our goal is to provide the supports that enable people with developmental disabilities to maximize their potential, live meaningful lives, and become integral members of the community. To that end, we provide a range of services relevant to all areas of adult life, from independent living supports and skills building to employment training and creative expression. As a true community partner, we believe in educational outreach, the power of business partnerships, and the importance of being a reliable resource for families, supporters, public policy makers and all those who share our vision of creating a more informed, diverse and inclusive society.

POSITION SUMMARY:

The Payroll Administrator has primary responsibility for all activities of the payroll function. Ensures the timely and accurate recording, processing, and reporting of semi-monthly employee payroll and related benefits. Provides back-up to A/P and A/R, as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **Payroll Processing:** Completes semi-monthly payroll input via online portal for processing by outside payroll service. Ensures all hours in a pay period have been accounted for accurately, coordinates with supervisors as need, prevents over or under payment, and distributes paychecks, as necessary.
2. **Records:** Maintains accuracy of all employee payroll and benefits records in payroll system. Updates wages, salaries, WC classifications, job titles etc. in payroll/HRIS system in accordance with established HR policies and procedures. Reviews and approves W2 Forms for employees.
3. **Reports:** Prepares various monthly payroll and benefits reports (e.g., payroll deductions, vacation and sick accruals, terminations and new hires, union enrollment, etc.) and special reports, as required. Prepares monthly payroll journal entries for general ledger input and provides reports to HR as needed. Prepares social security wage information reports for clients, as necessary.
4. **System:** Sets up new employees in payroll system, resets passwords as requested, and maintains accuracy of system and data as required
5. **Benefits:** Calculates monthly 403b plan employer contributions, processes 403b plan reports for plan provider, prepares Healthy SF reports, inputs updates to employee benefit contributions, sends benefits invoices to employees on leave, and maintains database of benefit plans, rates and enrollees.
6. **Payments:** Submits ACH and check requests to AP Manager for timely remittance to various benefits providers. Prepares and processes manual payroll checks when needed (e.g., terminations, advances) and ensures timely and accurate deduction and payment for garnishments, loan repayments, etc.
7. **Inquiries:** Responds to all employee payroll and benefits inquiries, researches discrepancies, and resolves problems in a timely manner.
8. **Audit:** Prepares worksheets, as necessary, for financial audit, 403b audit, WC audit, and other audits, as required.
9. **Backup:** Provides backup to accounts payable, client billing, and other accounting functions as necessary.
10. **Policies & Training:** Recommends policies and procedures relevant to payroll function and, upon approval, implements the policy/procedure and trains staff, as needed.
11. **Additional:** Other responsibilities as assigned.

Key Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- **Communication:** Speaks clearly and effectively, is thoughtful, persuasive; writes clearly and informatively; varies communication style to meet need of audience
- **Knowledge:** Possesses technical knowledge required to do the job. Familiarity with public health and/or working with the developmentally disabled population is desirable.
- **Judgment:** Exhibits sound and accurate judgment; can clearly explain reasoning for decisions; includes appropriate people in decision-making process; demonstrates persistence and overcomes obstacles
- **Adaptability:** Adapts to changes in work duties and organizational structure
- **Problem Solving:** Identifies and resolves problems in a timely manner, works with others to solve complex problems
- **Customer Service:** Ability to work comfortably with diverse populations, with sensitivity to issues concerning developmental and all disabilities. Responds efficiently and cordially to requests for service and assistance interdepartmentally
- **Professionalism:** Reacts well under pressure; treats others with respect and consideration; follows through on commitments; maintains confidentiality of sensitive information.
- **Dependability:** Completes tasks on time; takes responsibility for own actions; can be relied upon
- **Acumen:** Understands implications of decisions on other areas of the organization; displays orientation to non-profit environment; aligns work with strategic goals
- **Proficiency:** Working knowledge of computers and all standard business tools including MS Office products (e.g., Word, Outlook, Excel etc.), experience with Internet research
- **Professional Expectations:** Demonstrated ability to fulfill The Arc's professional expectations of accountability, active collaboration, commitment, communication, diversity and professionalism

EDUCATION AND/OR EXPERIENCE:

Bachelor's or associate's degree in accounting, business administration or equivalent work experience. Demonstrated experience in handling and maintaining confidentiality of sensitive information.

Minimum of three to eight years of progressive experience and responsibility in accounting with at least two years in payroll or related area. Good computer skills (including 10-key) and knowledge of online payroll processing systems (Paycom preferred) and general ledger systems (Sage MAS 100 preferred). Knowledge of local, state and federal payroll and leave administration law. Proficient in computer spreadsheets and word processing with strong knowledge of Microsoft Excel and Word.

PHYSICAL DEMANDS:

Repetitive keyboard use, phone use, walking, standing, bending, stooping and direct client interaction.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

This position is primarily located at 1500 Howard Street, San Francisco; however, may require traveling to off-site meetings as required by the job.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for personnel so classified.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

The Arc San Francisco is committed to equal opportunity in the terms and conditions of employment for all employees and job applicants without regard to race, color, religion, sex, sexual orientation, age, gender identity or gender expression, genetic information, marital status, national origin, disability, citizenship or veteran status. We will consider qualified candidates with criminal histories in a manner consistent with the requirement of the San Francisco Fair Chance Ordinance.

The Arc San Francisco is an Equal Opportunity Employer

APPLICATION PROCESS:

Please send cover letter and resume explaining related experience to: jobs@thearcsf.org