

Lutheran Services Carolinas

Job Description

Job Title: Accounting Specialist

Supervisor (title): Controller

Department: Finance

Approved by: B. Thomas

Date: 12/02/2016

Position Purpose/Summary:

The Accounting Specialist is primarily responsible for the coordination of payroll functions and the support of Accounting activities within LSC.

Essential Functions:

Payroll:

1. Assist with the preparation of bi-weekly payroll for the purpose of ensuring the timely and accurate compensation of employees for all LSC facilities. This includes creation of ACH file for direct deposit, submission of file to bank and verification of receipt by bank; preparation of any manual checks required for payroll.
2. Act as liaison with facility staff for payroll and benefits-related questions and processes.
3. Reconcile payroll account records for the purpose of maintaining accurate account balances.
4. Monitor payroll liability general ledger accounts for accuracy and research discrepancies.
5. Prepare payroll tax deposits and submit within established deadlines for state/federal agencies.
6. Manage the direct deposit enrollment process in Great Plains, handle pre-note issues, and communicate with bank and facility to resolve issues.
7. Maintain LSAM employee files.
8. Act as primary coordinator for time clock system at all facilities and liaison with vendor and facilities to resolve any issues.
9. Prepare quarterly reports for federal and state withholding for all facilities.
10. Prepare W-2's for all facilities at year-end.
11. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

General Accounting duties:

1. Analyze and monitor liability accounts.
2. Month End closing and analysis.
3. Prepare journal entries, as needed.
4. Assist with preparation of annual audit; and fiscal year end processing.

Supervisory Responsibilities, if any (*The scope of the person's authority, including the positions that report to the incumbent.*): **N/A**

Qualifications (Minimum Job Requirements): *The requirements listed below are representative of the knowledge, skill, and/or ability required for the job:*

Education: H.S. diploma or equivalent; a combination of education and work experience necessary to perform the duties of the position.

Experience: Previous payroll and accounting experience.

Specific skills/abilities: Microsoft Office Word, Outlook, and Excel software. Maintain confidentiality.

Specialized knowledge, licenses, etc.: N/A

Preferences (Optional):

Knowledge of Great Plains and Kronos; benefits administration experience.

Working Conditions/Physical Requirements:

Normal working office conditions apply. Limited travel to facilities

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature Date

Supervisor Signature Date

Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.