

Lutheran Services Carolinas

Job Description

Job Title: Accounts Payable/Payroll Specialist

Supervisor (title): Administrator

Department: Business Office

Approved by: B. Welch 

Date: 3/19/2014

Position Purpose/Summary: The Accounts Payable/Payroll Specialist is primarily responsible for the preparation and delivery of payroll and the coordination of accounts payable within established guidelines and timeframes.

Essential Functions

1. Processes applications for employment.
2. Payroll responsibilities include:
 - Preparation of new employee files and keeping current employee files up-to-date,
 - PTO (personal time off) tracking,
 - Completes payroll transmittal bi-weekly,
 - Trouble-shoots errors in payroll and corrects same.
3. Accounts payable responsibilities include:
 - Processes all invoices to appropriate department; makes sure invoices are signed and account numbers correctly listed,
 - Prepares vouchers with invoice to forward to LSC Administrative Office for payment,
 - Maintains file of all invoices,
 - Records 1099 form at each calendar year.
4. Benefits responsibilities include:
 - Files all workers' compensation claims and is responsible for annual OSHA preparation/filing within required timeframes.
 - Coordinates all group insurance enrollments and terminations; advises staff on health care claims and benefits,
 - Coordinates all TSA benefits programs,
 - Coordinates all Leave of Absence (LOA) programs
 - Processes all COBRA insurance benefits.
5. Coaches and trains staff on policies, procedures, and programs, as needed.
6. Assists department managers regarding personnel hiring and policies.
7. May account for petty cash; may receive monies in absence of AR specialist or receptionist.
8. Assists LSC Administrative Office staff during audit period.
9. Other duties as assigned.

Supervisory Responsibilities, if any: None

Qualifications (Minimum Job Requirements):

Education: High school graduate.

Experience: Previous office experience preferred, applied knowledge and familiarity with payroll functions and human resources issues, experience in accounts payable.

Specific skills/abilities: Proficient in Microsoft Office software (Word, Excel, Power Point, Email), etc..

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.