



Payroll and Accounts Payable Administrator

Requisition# ACCT-PA2411-08

Closing Date: Until Filled

Classification: Non-Exempt

Salary Range: \$ 58,678.88 – \$ 63,114.89 Annually (DOE)

PURPOSE:

The Payroll and Accounts Payable Administrator is responsible for ensuring accurate and timely processing of employee payroll in accordance with company policies, and legal requirements and ensure that all operations invoices are reconciled and processed in an efficient and timely manner for tax/audit purposes. This P&APA role involves managing payroll data, processing salary, overtime, bonuses, and deductions, ensuring compliance with tax regulations, and addressing any payroll-related inquiries from employees. The Payroll Administrator will also assist in maintaining payroll records, generating reports, and collaborating with HR and finance teams to ensure smooth operations and support for the overall business objectives.

NATURE OF WORK:

Payroll:

- Collect timesheets from all employees in accordance with agency's payroll schedule, reconcile hours and make necessary adjustments.
- Reviews staff timesheets in ADP payroll system, reconcile totals with Payroll Worksheet from Fiscal Monitor.
- Transmit and backup payroll in system.
- Reconcile payroll totals in ADP system with reports, upload new payroll cycle for H.R. to input employee changes for next payroll cycle.
- Separate check stubs by department number and distribute them on pay day.
- Process manual payroll checks and obtain necessary signatures when needed by H.R. Department.
- Prepare Ad Hoc reports as requested by management.

Reporting:

- Print all reports from ReportSmith for Accountants.
- Log all manual payroll checks to spreadsheet for Accountants.
- Update all other reports in Excel (head count and salary reports).
- Update all expense reports in Excel.

CalPERS:

- Reconcile and input all employee earnings timely to ACES for CalPERS contribution, give summary report to Accountant for allocations.
- Input and transmit employees' CalPERS 457 deferred compensation amounts and CalPERS 457 loan payments timely to ING.

Leave of Absence/ ADA/ Workers' Compensation:

- Coordinates interactive process, medical certifications, modified duty and return-to-work processes.

- Documents leave compliance steps and ensures required notifications are produced and delivered timely.

Accounts Payable:

- Ensure equipment purchases are documented appropriately and paperwork is maintained according to DDS requirements.
- Ensure Operations Vendor documents and contracts are on file and all Vendor EFT information is current, including Form W-9.
- Collect invoices from various departments, assign vendor number, GL account number and ensure the proper support documentation is attached.
- Calculate all mileage and other employee reimbursements.
- Input invoices in AS400, reconcile the edit report and present the information to the Controller or Dir of Finance for payment approval.
- File all operations invoices and check copies.
- And other accounting related duties as assigned.

PREFERRED SKILLS AND TECHNOLOGY EXPERIENCE:

- A minimum of 3 years of payroll experience strongly preferred
- Must perform tasks accurately and timely while maintaining confidentiality of sensitive information.
- Knowledge of the following software: ADP PC Payroll for Windows, ADP ReportSmith, ADP PayXpert, ADP Reporting, and ADP Accounting. Proficiency in Microsoft software, including Word and Excel.
- 10-Key expertise is vital
- Must have excellent oral and written communication skills and the ability to work collaboratively with coworkers and managers.

WORK ENVIRONMENT & CONDITIONS

This position will primarily be based in the office. This is a full time, non-exempt role and hours may vary based on the needs of the Westside Regional Center.

- Onsite during probation with potential limited flexibility based on business needs
- May require occasional extended hours for urgent matters

Physical Requirements & Travel

- Ability to remain in a stationary position (seated or standing) for extended periods while working at a computer
- Ability to move throughout the office to access files, attend meetings, and engage with staff and visitors
- Ability to lift, push, pull, and carry up to 25–30 pounds occasionally (files, office supplies, equipment)
- Work performed in a professional office environment with standard and bright overhead lighting
- Local travel may be required within the WRC service area
- Must maintain a valid California Driver's License, reliable transportation, and active automobile insurance throughout employment
- Reasonable accommodations will be made for individuals with disabilities to perform essential job functions

This summary is not intended to represent an exhaustive list of duties; additional responsibilities are determined as to meet the needs of the community we support*

WRC is an equal opportunity employer. Further, WRC will consider employment qualified applicants with criminal histories in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

If interested, please send resume and cover letter to Jobs-WRC@Westsiderc.org by the closing date and include the **Requisition Number and Job Title** in the subject line of the email.