

## LAUREL HILL CENTER JOB DESCRIPTION

<b>JOB TITLE:</b>	Accounting and Payroll Specialist	<b>FLSA Status:</b>	Non-exempt
<b>SUPERVISOR:</b>	Director of Operations	<b>Benefits Eligible:</b>	Yes
<b>Hours:</b>	Full-time	<b>PTO/Holidays:</b>	Standard

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### DESCRIPTION OF POSITION:

The Accounting and Payroll Specialist prepares and processes semi-monthly payroll, completes month-end financial reconciliations, manages Social Security Representative Payee services, and provides additional accounting and administrative assistance.

### JOB RESPONSIBILITIES:

- Social Security Representative Payee program
  - Maintain account documentation (authorization, budget, recurring check requests) for each client; open and close individual accounts within the accounting program
  - Monitor individual accounts for adequate funds; post deposits; calculate and post monthly fees
  - Prepare CFHIT checks within Laurel Hill Center timelines and procedures
  - Prepare reports and account summaries as needed
  - Research stale checks; void as necessary
- Payroll
  - Semi-monthly time-sheet review and processing, including verification of PTO and holiday hours reported, absences without pay, and other unusual items
  - Process payroll through payroll system
  - Record timesheet data into monthly payroll workbook and reconcile calculated payroll
  - Prepare electronic deposits and paper checks
  - Respond to garnishment orders
  - Process and issue final paychecks
  - Record payroll expenses and liabilities into the accounting system
  - Reconcile payroll liability invoices
  - Process payroll liability payments for taxes and benefits
  - Complete quarterly and annual tax reporting, including preparing and issuing W-2 forms
- Other duties:
  - Prepare and complete monthly expense allocations
  - Bank statement reconciliation for general and rental assistance accounts
  - Back-up for Laurel Hill Center A/P process
  - Other duties as assigned

### TECHNICAL SKILLS:

- Strong organizational skills
- Accurate data entry, filing, and record-keeping, including the ability to monitor for errors
- Operate typical office equipment
- Intermediate skills with Excel including sort and filter functions
- Ability to learn other software programs
- Adherence to HIPAA and HR privacy policies

**PERSONAL ATTRIBUTES:**

- Ability to work independently with good attention to detail
- Ability to manage work flow to meet deadlines
- Ability to work with efficiency, flexibility, and good humor
- Positive interpersonal skills
- Creative problem-solving skills and good judgment
- Punctual, reliable, and responsible

**MINIMUM REQUIREMENTS**

- AA degree in Accounting, including coursework in financial, payroll, and tax accounting
- Two years experience in accounting and/or payroll processing using electronic records
  - Experience with Sage 100 ERP, Sage Payroll, and Sage Time & Attendance preferred
- Clean driving history
- Pass drug screening and criminal history check

*Disclaimer: This job description indicates the general nature and level of work performed by employees within this position and is subject to change. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications required of employees assigned to this position. Employment remains AT-WILL at all times.*

*Founded in 1972, Laurel Hill Center is a non-profit organization. Its mission is to help people with psychiatric disabilities make choices and acquire skills that increase their self-reliance and ability to live and work in the community. Laurel Hill Center serves nearly 600 Lane County adults annually.*

*Laurel Hill Center is an Equal Opportunity Employer. Qualified candidates will receive consideration for employment without regard to race, color, religion, gender, or national origin.*

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Laurel Hill Center  
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Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_