

## Community Health Alliance dba ChapCare Job Description

**Title:** Payroll Specialist  
**Department:** Finance  
**Reports To:** Accounting Manager  
**Directs:** N/A  
**EEOC:** Office  
**FLSA Status:** Non-Exempt  
**Salary Range:** DOE

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### **Summary of Position**

This position will be responsible for performing payroll accounting and administrative duties including setting up payroll account codes, processing payroll certifications, setting up voluntary deductions, processing and auditing payroll, auditing payroll reports, processing tax forms, resolving payroll issues, review and ensure accuracy of approved timesheets, track and deduct all garnishments and other special payroll deductions for 200 employees.

### **ChapCare Expectations of all Employees**

- Adheres to all ChapCare Policies and Procedures.
- Conducts self in a manner that represents ChapCare core values at all times.
- Maintains a positive and respectful attitude with all work-related contacts.
- Communicates regularly with her/his immediate supervisor about Departmental and ChapCare concerns.
- Consistently reports to work prepared to perform the duties of the position.
- Meets productivity standards and performs duties as workload necessitates.

### **Specific Responsibilities**

This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may be responsible for performing all duties and responsibilities listed below. Other duties may be assigned.

#### **Payroll:**

- Maintain payroll information on a current basis making sure to input changes received from HR promptly and accurately.
- Balances payroll accounts by auditing information; identifying and resolving discrepancies.
- Determines payroll liabilities by entering federal and state income and social security tax information, 403b transfer and direct deposits, wage assignments and garnishments.
- Ensure that timesheets are received by the appointed deadline and that they are complete and signed by both the employee and the supervisor. Ascertain that the Payroll Exception Form is attached in support of all changes made to the timesheet and that any questionable entries are investigated and resolved.
- Account for all timesheets and electronically transfer the accumulated data to ADP via the WorkForce Now Software.

- Establish/maintain employee records; ensure that employee changes are entered correctly and made on a timely basis; review changes for proper authorization and adherence to ChapCare policy including compliance with federal/state/local regulations.
- Handle the administration of the electronic timekeeping system.
- Setup each employee, valid programs for each employee's charges, and adherence to FLSA; monitor submissions of approved timesheets, ensure valid data transfers to/from payroll service.
- Receive the various reports, paychecks and direct deposit notices from ADP; verify the accuracy of the payroll; make sure that all checks are timely distributed to staff; assume responsibility for those advices which were unable to be distributed until the employee returns to the office.
- Review the quarterly and annual tax returns prepared by ADP and reconcile to ChapCare records; distribute W-2's as soon as received.

### **Ability To**

- Communicate clearly and concisely, both orally and in writing.
- To maintain confidentiality and exercise extreme discretion.
- Use computer keyboards for extended periods of time.
- Establish and maintain effective working relationships.
- Analyze and interpret financial and accounting records.
- Interpret and apply complex Federal, State and Local policies, procedures, laws and regulations.
- Operate a PC and related software programs.

### **Education and Experience Requirements**

- Associate Degree in Business Administration/Finance required, Accounting Degree preferred from an accredited college.
- 3 plus years in Payroll Office performing all payroll functions.
- Work in a Medical Practice a plus.

### **Language Skills**

- Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions from groups of managers, clients and customers.
- Attention to detail; strong organizational and interpersonal skills.
- Ability to handle and prioritize multiple tasks and meet all deadlines.

### **Mathematical Skills**

- Ability to work and apply concepts such as percentages, ratios and proportions to practical situations.

**Reasoning Ability**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Excellent problem solving/judgment skills, and high level of attention to detail and accuracy.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Strong skills using and understanding the flow of transactions in an integrated and automated payroll accounting system

**Software Applications**

- Word, Outlook, Excel (Pivot Tables), QuickBooks, and ADP WorkForce Now.

**Physical Demands/Working Conditions:**

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.

While performing the duties of this job, the employee may be required to drive to all ChapCare facilities as needed. The ability to sit for extended periods of time. The employee must occasionally lift and/or move up to 25 pounds.

Travel, generally within Greater San Gabriel and/or Greater Los Angeles, may be required on an occasional basis.

**Acknowledgement of Receipt**

I have reviewed this job description and understand that my supervisor can answer any questions I may have about what is expected of me in this position.

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Employee Name

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Employee Signature

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Date