

CHOICE
ACADEMIES
INC



A Choice Academies Elementary School
2323 W. Parkside Lane
Phoenix, AZ 85027
Phone: 602-938-5517
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Accounts Manager/Payroll Administrator

Full Time – 12 month year round

Compensation: Salary (negotiable) + Fringed Benefits

Department: Business Office

Position Summary: North Phoenix Charter is looking for an Accounting Manager/Payroll Administrator for the school's Business Department. This position reports directly to the Business Administrator in completing all accounting and billing of several school programs offered by the school, as well as various clerical tasks as needed. Bookkeeping (Accounts Receivable and Accounts Payable experience preferred. Intuit Quick books Enterprise Solutions Nonprofit 2022 proficiency required. Basic knowledge of Microsoft Office software, including Excel, required.

Duties include, but are not limited to:

- * Accounts Payable: invoice matching, data entry, filing, account reconciliation. Ensuring expenses are within the budget of each school.
- * Accounts Receivable: data entry, filing, apply customer payments, prepare billing statements.
- * General accounting/ bookkeeping including general journal entries monthly, quarterly and annually.
- * Complete semi-monthly payroll functions
- * Works with and provides documentation for annual financial and 401K audits
- * Provide support as the Human Resources Administrator, assisting employees with Benefits Administration and Open Enrollment, monitoring I-9 compliance, and other similar duties as required.
- * Organize and file company and personnel records.

IDEAS

Responsible for the overall function and process of the bi-weekly payroll processing, the timely submission of payroll reports and the timely payment of payroll taxes and assigned vendor payments. Directs the implementation and administration of mandated payroll regulations and policies. Will act as part of the Human Resource team and will perform HR functions such as ensuring all new hires are entered into the system and are ready for payroll processing.

- Administer and ensure perfect accuracy, efficient, and timeliness of all payroll activities
- Perform a variety of payroll and benefit analysis by auditing financial information noting fluctuations in expense categories, cash processes and invoices processed
- Ensure compliance with Company policies & procedures and all federal, state, and local payroll and tax laws
- Manage production of all requisite reports regarding wages and related information
- Ensure proper payroll records' retention and file maintenance
- Participate in the implementation/development of quality programs as it relates to payroll
- Maintain continuous awareness of the professional aspect of the payroll relationship between the internal customers (employees), the Company and the PEO
- Proactive communication and interaction with other departments to resolve issues affecting the payroll function
- Maintain absolute confidentiality of payroll within the procedures of the Company
- Serve as a key liaison between payroll and other departments
- Maintain honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships
- Effectively communicate all aspects of payroll processes and related practices
- Responsible for entering new hires, employee and status changes into the HRIS system

Other ideas

Job Description:

- Benefits Administration [health insurance, paid time off, 401k, TransitChek, worker's compensation, unemployment, short-term disability, continuing medical education (CME)]
- Employee orientations and open enrollment
- Monitor time clock and payroll
- Maintaining and tracking all staff time off including sick time, vacations, and leaves of absence
- Manage I-9 compliance
- Work to resolve employee and organizational issues in a proactive and positive manner
- Keep abreast of Federal, State and local regulations regarding human resources issues, and makes recommendations to the Business Administrator for changes when necessary.
- Create an environment of positive employee relations, keeps confidentiality, establishes trust and credibility, seen by employees as approachable and fair, balances business needs with employee needs, and spends

significant time interfacing directly with employees

Knowledge, Skills and Abilities:

- Knowledge of government regulations related to Payroll Processing including State and Federal regulations.
 - Working knowledge of Human Resources State and Federal regulations
 - Ability to maintain confidentiality and an understanding of privacy rules
 - Excellent organizational skills
 - Accurate record keeping
 - Ability to analyze and resolve situations/problems effectively within the scope of the position
 - Ability to communicate effectively both verbally and in writing
 - Excellent interpersonal skills; ability to be patient and sensitive to employees