



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

<u>Position:</u>	Payroll Specialist (FT)
<u>Locations:</u>	Downtown YMCA (161 W. Wisconsin Ave., Milwaukee, WI)
<u>Hours:</u>	Full-Time Business Hours
<u>Reports to:</u>	Director of Finance Administration
<u>Wage Range:</u>	Commensurate with Experience

Major Responsibilities:

The Payroll Specialist will perform a variety of duties including, but not limited to, the following: payroll processing, assist with completion of tax and payroll-related forms and correspondence and special projects as assigned. Additional responsibilities include, but are not limited to:

- Support and perform the operations of the payroll function to complete work accurately and timely.
- Import the semi-monthly timesheets from the electronic time and attendance system and verify for accuracy in total hours, vacation, holiday, sick and other time off using defined policies and procedures. Follow up with Core Service Leaders/Center Administration to resolve discrepancies.
- Process and distribute payroll checks and required payroll reports.
- Understand and maintain the Kronos system as it pertains to payroll functions.
- Prepare quarterly tax returns.
- Reconcile payroll tax-related general ledger accounts.
- Update and maintain employee garnishments.
- Research and respond to payroll related questionnaires such as job verification earning, loan applications, social security, housing authority, wage statements, welfare assistance, etc.
- Assist with preparation of annual W-2's.
- Responsible for other duties and projects as assigned by the Director Finance Administration or CFO.
- Responsible for strict adherence to all policies and procedures related to safety and conduct rules and other regulations.

Qualifications:

- Associate Degree in Accounting (B.S. Degree in Accounting is preferred) and three - five years of prior experience in a Payroll preparation function.
- Must possess excellent organizational, analytical and problem solving skills, good judgment, attention to detail with high level of accuracy and demonstrate an ability to prioritize workload.
- Must carry and maintain a high degree of professionalism and confidentiality.
- Strong human relations skills and the ability to communicate to staff in both written and verbal formats in a positive, tactful manner is essential.
- Knowledge of and adherence to policies, regulations, deadlines and reporting procedures for smooth operation of the payroll is required.
- Experience with Microsoft Excel and Word (or equivalent) is essential.

Benefits:

Excellent benefits include health/dental/life insurance, 12% fully paid retirement plan, free membership and discounted YMCA child care and other programs. The incumbent will exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA.

Deadline: August 4, 2016

Apply Online: <https://apply.ymcamke.org>