



# Payroll & Accounts Payable Specialist

## Job Description

APPLICATION DEADLINE: 07/27/20

POSITION AVAILABLE: Immediately

**Date Posted:** 07/20/20

**About the North Marin Community Services** North Marin Community Services (NMCS) is a non-profit organization whose mission helps to empower youth, adults, and families in our diverse community. We serve 6,000+ people in need each year, providing comprehensive services to help people achieve well-being, growth and success. Join an organization dedicated to providing a supportive and professional working environment. Located in beautiful Novato/Marin County/CA, our workplace culture is driven by our five values: teamwork and collaboration, cultural humility, excellence, integrity, and learning and continuous improvement. Visit [www.northmarincs.org](http://www.northmarincs.org) to learn about the impact of our services, and how you can make a difference in Novato.

**Job Title:** Payroll & Accounts Payable Specialist

**Status:** Non-exempt; 40 hours/week.

**Salary Range:** \$26/hr-\$28/hr (\$54,080-\$58,240/year). Generous benefit package including medical, dental, and vision benefits, life insurance, PTO, employee assistance program, up to 2% retirement employer match, and childcare discount. Sign-on bonus of \$250 at three months of employment.

**Reports to:** Chief Financial Officer

**Purpose:** This position serves as a key member of the Finance Office, and is responsible for Accounts Payable, Payroll, and other accounting functions. The position also serves as administrative lead with the Child and Adult Care Food Program (CACFP) and coordinates with the Child Development staff to ensure Federal Food Program guidelines are met.

**Essential Functions:** The major responsibilities are:

Finance Office

- Prepare semi-monthly payroll in Paychex Payroll system including working with staff to obtain timesheets, entering payroll data into the MIP system database, and verifying accuracy of figures and computations following company policies and federal, state, and local HR compliance.
- Processes/posts a variety of accounting transactions such as invoices, payments and expenses, prepare 1099's in accordance with office procedures.
- Maintain and reconcile accounting files including AP, AR and PR ledgers to ensure that all payments are accounted for and properly recorded or posted.
- Work in coordination with Accounting Manager to maintain cash receipts including preparing and posting bank deposits for Operating Accounts to ledgers, maintaining petty cash and field trip receipts.
- Process accounts and incoming payments in compliance with financial policies and procedures
- Serve as office alternate for accounts receivable functions, bank reconciliations, facility rentals, staff benefits including 403(b) retirement program, dental and health, COBRA and flex benefits.
- Work in partnership with Wellness Program Manager and conducts billing for the Mental Health Program.
- Support the CFO with the annual audit.

**Minimum qualifications:**

- 2-4 years experience in accounting, non-profit preferred; Paychex and MIP accounting software is a plus.
- 1 year payroll experience required.
- Education in Accounting or related field required. Accounting certificate preferred.
- General computer application proficiency (intermediate-advanced) with all Microsoft Office applications, including Outlook, Word, Excel, Power Point as well as Adobe Acrobat. Accurate 10 key data entry required.

Printing Date: 7/20/2020

North Marin Community Services

For more information about our agency or our programs, visit [www.northmarincs.org](http://www.northmarincs.org)

- Strong analytical and organizational skills and an extreme attention to detail required. Strict attention to privacy issues and absolute discretion required. Capacity to multi-task and prioritize a variety of tasks.
- Successful candidate will have the following interpersonal skills: excellent oral and written communication skills, strong work ethic and problem-solving skills, customer service orientation, adaptable and flexible.
- Comfortable working in a team environment and independently with all levels of employees.
- During COVID-19 pandemic, position rotates virtually from home and on-site at 680 Wilson Ave.

**Other  
Requirements:**

Job may include walking up and down stairs, standing, lifting and moving small items of up to 25 lbs. Candidate must pass a Live Scan background check and a pre-employment health exam including proof of vaccinations and TB test clearance (costs reimbursed). An applicant with a conviction, other than a minor traffic violation, including a misdemeanor and/or felony, will not receive background clearance.

**To apply for  
this position:**

**Please submit your resume and cover letter by e-mail to:**

HR@northmarincs.org  
North Marin Community Services  
Attn: HR Department  
680 Wilson Avenue, Novato, CA 9494  
Bilingual applicants are encouraged to apply.

**Equal  
Opportunity**

NMCS is an equal opportunity employer; we welcome and encourage all qualified candidates to apply. We value our differences and respect everyone. If you need accommodation in the application process, please contact [hr@northmarincs.org](mailto:hr@northmarincs.org) or 415-892-1643 ext. 224.