

Job Description

Date: June 2020
Position: Human Resources and Payables Coordinator
Department: Human Resources/Finance
FLSA: Non-Exempt
Reports To: Human Resources Manager

The Human Resources and Payables Coordinator is responsible for applying the principles of human resources/payroll and finance to support gathering of financial information of United Way of Central and Northeastern Connecticut (UWCNCT), analysis, preparation, interpretation and data/process integrity. Responsible for payroll and accounts payable processing for United Way of Central and Northeastern Connecticut (UWCNCT). **This is a 30 hours per week position with shared responsibility for human resources and finance responsibilities.**

Job Duties and Responsibilities:

Payroll:

- Responsible for payroll of < 50 employees for bi-weekly period
- Entering of new hires, employee changes voluntary deductions in the payroll system
- Processing of manual checks such as terminations and discrepancies
- Prepare and process hourly and salaried bi-weekly payrolls
- Prepare and process garnishments, benefit elections, float, pledge and vacation adjustments.
- Calculate new hire pay, termination pay, and any required merit increase or adjustment to normal pay
- Calculate annual merit increases as requested
- Ensure that computing, withholding, and deductions are done correctly
- Trains and supports staff on time and attendance inquires.
- Ensures the accuracy of W-2 through an annual audit.
- Update payroll communications and TLO Instructions on the Intranet

Human Resources:

- Administering employee health and welfare plans during open enrollment.
- Acting as a liaison between employees and insurance providers.
- Resolving benefits-related problems.
- Administering health and welfare plans, including enrollments, changes, and terminations.
- Assisting with the recruitment and interview processes.
- Assisting with new employee hiring paperwork processes.
- Process and maintain all status reports and pay changes.

Accounts Payable:

- Assures timely and accurate processing of accounts payable data.
- Processes weekly Philanthropy Fund payments (as directed by Resource Development department).
- Processes (for distribution) all donor designations from various campaigns including (but not limited to) the annual United Way Community Campaign, and for the annual State Employee Campaign per our organizational policy and per special agreements.

- Tracks vendor information for annual 1099 production. Responsible for year-end processes including confirming 1099s.
- Approves and initiates required bank account transfers.
- Maintains quality and consistency of vendor information within accounting software.
- Assures timely and accurate processing of State of Connecticut unclaimed cash procedure annually.
- Responds to audit mailings for partners agencies and various other 501c3 organizations
- Coordinates and resolves outstanding checks on a quarterly basis.
- Update WFS bank account ledger.
- Prepare annual unclaimed property report for State of CT.
- Prepare Invoices for sponsorships and other revenues.
- Assures the accuracy of payable data within Seneric and StratusLive.
- Coordinates incoming mail for Finance ensuring priorities are addressed on a timely basis.
- Contributing to team effort by accomplishing related duties as needed.
- Create President and Chief Executive Officer quarterly expense report.
- Distribution of United Way employee matching funds as needed.

Accounts Receivable:

- Assists with processing and researching issues on company, donor and agency accounts; communicates resolutions with companies, internal staff, donors, agencies and other United Ways to address problems.
- Researches donations to agencies that have closed and to non-valid 501c3 organizations. Redirects gifts as directed by donor.
- Adheres to finance department audit controls and procedures.

Other Functions:

- Coordinates incoming mail for finance ensuring priorities are addressed on a timely basis.
- Performs other duties as required.

QUALIFICATIONS AND COMPETENCIES:

- Associate's degree in accounting, finance, business preferred.
- Minimum of three to five years related business experience with payroll, accounts payable and accounts receivable processing required.
- Knowledge of ADP payroll system and wage and hour laws.
- Ability to calculate and analyze figures and amounts such as discounts, interest and percentages required.
- Ability to work in a fast-paced environment and juggle multiple priorities, and able to react and adjust quickly to changing conditions.
- Proficiency in Microsoft Office Suite required and Microsoft CRM preferred.
- High degree of ethics and ability to maintain confidentiality required. Strict confidentiality a must.
- Excellent communication skills; able to communicate effectively and articulately in writing and orally.

- Solid relationship management skills enhancing internal organizational relations and external community interactions.
- Ability to relate well with people from diverse groups.

Application Information

Qualified applicants should submit a resume and a cover letter describing 1) their qualifications and experiences 2) salary requirements, and 3) how they learned about the position to:

United Way of Central and Northeastern CT
Human Resources
30 Laurel Street
Hartford, CT 06106
Email: positions@unitedwayinc.org No phone calls please.

United Way of Central and Northeastern Connecticut is an equal opportunity employer M / F / D / V.