



## **Payroll/Accounts Payable Clerk**

### **Job Description**

#### **(Full-time, exempt)**

The *Jewish Council for the Aging (JCA)*, located in Montgomery County, Maryland helps the wider community thrive by providing programs and services that support older adults and their families and build bridges across generations. Our focus includes:

- Empowering independence for seniors through transportation and employment programs.
- Offering solutions to families seeking information and support around aging through our Senior HelpLine and Medicare information services as well as our Kensington Clubs for people with early-stage memory loss.
- Building caring connections across generations, through our Interages® Center that connects seniors with K-12 students.

Last year JCA directly served more than 6,000 people and indirectly touched at least 18,000 through social media, the website, and the Senior Resource Guides published in *Washington Jewish Week*. JCA serves seniors of all faiths, races, ethnicities, and income levels throughout the Washington region.

For more information about JCA, visit <https://accessjca.org/>.

**Job Title:** Payroll/Accounts Payable Clerk

**Hours:** Full Time

**Salary Range:** \$55K - \$60K

**Work from Home Option:** Not currently available

### **Job Summary**

Reports to Jack Berezny, Controller

This position does not supervise or manage anyone

.Responsible for all Accounts Payable duties, (including ensuring vendor invoices are correct and approved, entering them into the accounting system, cutting the checks and getting them signed, applying postage and mailing them, and then accurately filing them).

· Responsible for processing bi-weekly payrolls and ensuring accuracy (staff and SCSEP participants wages, all taxes, and benefit deductions).

- Responsible for meeting with new hires and distributing the essential forms and information as needed.
- Responsible for accurate recordkeeping with 3rd party benefit administrators (Pension Plans, Health, Dental & Vision insurance coverages, and Disability insurance coverages).

## **GENERAL RESPONSIBILITIES/DUTIES:**

### **Payroll**

- Enter new JCA hires and SCSEP participants into the payroll system
- Enter employee and SCSEP participant changes into the payroll
- Manually enter SCSEP time sheets on the payroll system
- Manually enter JCA payroll items that are not connected to the time card module
- Review the timecards to see if the managers have approved all their staff
- Review reports and let someone else know it is ready to be sent

### **Accounts Payable**

- Enter vendor invoices, credit card purchases, and employee reimbursable expenses into the Accounting System (Abila MIP)
- Enter monthly journal entries for postage and photocopying into the Accounting System (Abila MIP)
- Run vendor and employee reimbursement invoice payment checks (will change to e-checks)
  - Place postage on checks
  - Drop checks in the mail slot inside the Post Office
- Run annual 1099-NEC and 1096 forms and mail them
- Record keeping and filing as needed.

### **New hire forms and orientation (Assemble, Distribute, and Discuss)**

- New hire forms
- Personnel File Information and Emergency Number form
- Federal W-4 tax form
- State tax form
- Federal I-9 form
- Direct Deposit form
- Annual Payroll Schedule
- JCA Holiday Schedule
- Employee Handbook and New Hire's Receipt Page

- Health, Dental and Vision insurance information (includes calculating the employee bi-weekly deduction)
- §125 Cafeteria Plan (FSA) Information form
- Principal Financial Tax Deferred 403(b) Enrollment form
- Discuss Group Term Life, AD&D, Short Term Disability and Long Term Disability Insurance. Send new employee the enrollment form and copies of the policies after ninety days of employment; only if the new hire is scheduled to work 20 or more hours per week.
- Discuss JCA Pension Plan
- Register new JCA employee in the Maryland New Hire Registry
- Perform other duties as assigned

### **Health, Dental and Vision Insurance Enrollment**

- Sign off on enrollment forms and email then to the NFP Insurance Broker Enrollment Department. NFP submits the enrollment forms to the respective insurance companies.
- Sign off on health, dental and vision termination/change forms that are emailed to NFP. Recalculate and change employee biweekly payroll deduction.
- Send Open Enrollment Notice and health, dental and vision information to all staff when available from the insurance broker. Plan year currently begins on July 1<sup>st</sup>.

### **Principal Financial (PF)**

- Tax Deferred Annuity (TDA) (403b Plan) - Enroll employees who decide to participate in the TDA section on the PF website. Enter the bi-weekly payroll deductions after each pay period via the website.
- Money Purchase Pension Plan (MPP) – Enroll employees eligible to participate on the MPP section of the PF website. Enter the monthly JCA contributions to the plan via the PF website
- Enter employee termination information of the PF website
- Complete the annual testing information for each plan in January of the subsequent year.

### **MINIMUM REQUIREMENTS/QUALIFICATIONS:**

- Minimum of 10 years or more of accounting experience.
- Excellent written and verbal communication skills and strong time-management skills.
- Demonstrated ability to work and collaborate effectively in a team of diverse staff, volunteers, and clients.
- Experience working with diverse populations.

- Ability to manage sensitive and complex client situations.
- Strong computer skills, including Word, Excel, Teams, Office365, Outlook, and the ability to write e-checks

**PREFERRED:**

- Proven Accounts Payable experience
- Proven payroll experience – ADP preferred
- Non-profit organization accounting experience
- Ability to meet deadlines
- Microsoft SharePoint experience.
- Passion for older adults/aging issues

**Compensation and Benefits:** JCA offers a competitive compensation and benefits package including a 403(b); 100% company-funded Defined Contribution Retirement Plan after 2nd year; health and dental plans available to those working over 20 hours weekly; life insurance; short and long-term disability insurance; paid time off to include company and individual holidays, vacation, and sick leave.

TO APPLY: Email a **cover letter and resume** with subject line of **your last name/Job Title** to [resumes@AccessJCA.org](mailto:resumes@AccessJCA.org)

*JCA believes in equal opportunity for all workers, regardless of age, and that 50+ workers should have a level playing field in their ability to compete for and obtain jobs. Recognizing the value of experienced workers, we have proudly signed the AARP “Work Reimagined Pledge” — a promise to recruit across diverse age groups and to consider all applicants on an equal basis as we hire for positions within our organization.*

*It is the policy of the Jewish Council for the Aging of Greater Washington, Inc. to prohibit discrimination on the basis of race, sex, sexual orientation, gender, gender identity, gender expression, color, national origin, religion, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, hiring and promotion of its staff. Moreover, reasonable accommodations are available to persons with disabilities during application and or interview processes in accordance with the Americans with Disabilities Act. JCA intentionally seeks diversity in our staff, reflecting the diversity in our community.*

Posted: March 6, 2024. Open until filled.

