



## *Helping All Seniors Thrive®*

### JCA Job Vacancy Announcement

**Job Title:** Data/Payroll Administrator, Senior Community Service Employment Program (SCSEP)

**Level:** 62

**Hours:** Part-time Exempt (20-25 hours weekly)

**Wages:** Hourly Rate \$21.00

**Program Description:** JCA SCSEP serves low-income unemployed persons who are 55 years of age and older, by training them in part-time community service assignments and by assisting them with developing skills and experience to facilitate their transition to unsubsidized employment. The program is designed to accomplish the following objectives: Provide useful part-time community service training opportunities for economically disadvantaged persons who are 55 years of age or older and who may have poor employment prospects, enhance the abilities, skills and aptitudes of participants to increase their opportunities to obtain mainstream employment and foster individual economic self-sufficiency, and change negative attitudes and stereotypes about older workers through demonstrated success. SCSEP is a Title V grant funded program

**General Function:** Performs ongoing payroll along with varied administrative tasks including the supervision and mentoring of personnel associated with implementation of a Title V Senior Community Service Employment Program (SCSEP).

#### GENERAL DETAILS:

- Process bi-weekly participant time sheets, handle routine issues and prepare timesheets for approval
- Reconciliation of participants CSA hours, Sick hours, Meeting/Training hours for each participant after the payroll is processed by the accounting department.
- Maintain parallel control work sheet in excel that will be used to verify the accuracy of submissions
- Reporting of any status changes to participants should also be reported to the accounting department (address, direct deposit, exit date) as well as DOL data base
- Setting up quarterly files for each program year in ShareFile
- Entering participants hours into inhouse ShareFile for reconciliation after each payroll is returned from the accounting department
- Entering quarterly hours into DOL database(s) at the end of each quarter when requested by grant funders
- Reporting each payroll to the grant funder Pay-by-Pay software with case notes of any changes to that payroll
- Assist with annual compliance review and participant recertification

Headquarters/Ann L. Bronfman Center

12320 Parklawn Drive, Rockville, MD 20852-1726 • Ph: 301.255.4200 or 703.425.0999 • Fax: 301.231.9360





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- Maintain detailed case notes when necessary
- Coordinates Department of Labor (DOL) SPARQ database updates and State of Maryland WORKS database including SNAP E&T eligibility updates
- Answers phones and provides program information to current and prospective enrollees, host agencies, employers and the general public
- Maintain case notes and other forms of participant interactions and updates

### **REQUIREMENTS:**

- Highly organized with accurate attention to detail
- Strong math skills
- Proficiency with MS Word and Excel with ability to quickly learn new databases and software platforms
- Excellent verbal and written communication
- Good interpersonal skills to be in continuous communication with participants, host agency supervisors and other staff
- Associates degree or higher or equivalent work experience in human resources, social work or related fields
- Two years providing administrative support, data entry and payroll support
- Interest in and ability to work with seniors and at-risk populations
- Must be willing to submit to background check

REPORTING RELATIONSHIPS Supervised by Director, Senior Employment. Please email resumes and cover letters to [resumes@AccessJCA.org](mailto:resumes@AccessJCA.org).

*We believe 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, gender or gender identity, 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.*

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