



HISPANIC UNITY OF FLORIDA Job Description

Job Title: Billing and Payroll Specialist

Reports: Comptroller

Classification: Fulltime, Non-Exempt

Date Released: July 14, 2015

Salary: Commensurate with experience

Summary:

- Responsible for invoicing all of agency Grants/Contracts/Funders and recoding daily revenues through bank statements/credit cards, cash and account reconciliations.
- Responsible for payroll functions including payroll processing, employee benefit management and maintaining related personnel records; for billing including grants, sponsorships, rent etc; recording of all cash receipts, related journal entries and account reconciliations.
- Responsible for maintaining effective communications and for coordinating work flow with both the Senior Staff Accountant and the Comptroller on a daily basis on all accounting, billing, payroll and employee benefit matters to accomplish accurate accounting results.

Duties:

Billings & Accounts Receivable

1. Responsible for preparation of monthly bills and invoices for program and grantors including Cost Reimbursement billings and Unit Cost billings. Monthly billings include local, city, state and federal government grantors and other Foundations & Corporations grantors.
2. Responsible for all billings/invoicing of sponsorships, pledges, etc as required by the Development Department.
3. Responsible to for credit card processing, website navigation, down loading reports and revenue recording and reconciliation.
4. Responsible for collections and/or advising CFO/Comptroller of any problems relating to collection.
5. Responsible for confirming and recording all other billings prepared by program personnel due to complications with grantor requirements.
6. Responsible for creating Excel invoice formats with budgets to facilitate monthly invoicing to grantors.
7. Responsible for monitoring payroll allocations for any changes required while processing monthly billing to assure accurate payroll allocations in billings.
8. Responsible for advising necessary budget revisions for optimum grant award utilization.

9. Preparation of budget amendments initiated by the Program Manager and forwarding for review and approval to the Comptroller before any such expenditure is incurred or obligated.

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10. Responsible for coordinating efforts with the Senior Staff Accountant to update all payroll allocations that change as a consequence to additions and/or deletions of grant awards or contract revisions that impact billing and the accuracy of the General Ledger.
11. Responsible for coordinating with the Senior Staff Accountant to approve the monthly billings before forwarding to the Comptroller's review.
12. Responsible to submit budget projections, billing analysis to the comptroller on all grants as and when required.
13. Responsible for providing grant utilization and balance projections to the Comptroller
14. Responsible for inter-departmental communications with other department managers and staff in reviewing monthly invoices, approvals and forwarding to the Comptroller for final review and submission.
15. Responsible to monitor optimum utilization of budget line items in Grants/Contracts and advise Comptroller for modifications.
16. Reconcile the accounts receivable to ensure all payments are accounted for and properly posted.
17. Research any discrepancies by reviewing bills, invoices, and bank deposits records.
18. Prepares bank deposits and reconciliation of postings for accuracy of cash balances.
19. Ability to process Accounts payable to complete billings.
20. Assists with the development of budgets, and any other financial reports, information or projections as requested time to time by the by the Comptroller.

Cash Receipts

21. Responsible for recording daily entries to the general ledger for cash receipts, credit cards, checks and balancing the suspense account.
22. Responsible for posting pledge payments by recording cash, check, and credit card transactions.

Payroll & Human Resources

23. Responsible to process bi-weekly payroll and employee benefits. Balances and files any related reports from Paymaster.
24. Responsible for maintaining complete personnel records as required to update/reflect personnel payroll changes for the purpose of compliance with established financial, legal and/or administrative requirements.
25. Responsible for checking and auditing timekeeping records, maintaining time and attendance records, entering new hires into the payroll system, posting changes in pay and tax status, and miscellaneous changes.
26. Communicating with employees regarding benefit deductions and leave time.

27. Ensuring employees are provided health insurance and other benefits as the employees become eligible and assures employee COBRA benefits on terminations.

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28. Researches discrepancies of payroll information and/or documentation (i.e. contract information, W-4 forms, time sheets, leave time, unemployment eligibility, direct deposit requirements, etc.)
29. Prepares census report for 401K administrator. Process 401K deductions and reporting on provider's web site and management of all related issues.

Other

30. Performs other duties as assigned or required by the Comptroller and COO/CFO.

Knowledge, Skills and Abilities

Ability to: interface with all levels of company personnel as well as with outside clients or vendors; ensure regulatory standards and policies and procedures of payroll are followed; manage a high volume, complex workload; ability to handle confidential matters and administrative details; work with Excel spreadsheets, accounting, and payroll software. Periodically additional time may be required to meet contract, month-end and year-end reporting deadlines to complete assignments.

Qualifications:

Minimum of three year experience, Proficient in Peachtree Accounting software Excel, Word, Outlook, and payroll software.

Attention to detail

Strong organizational skills

Strong verbal communication skills.

Strong time management skills

Bi-lingual (OPTIONAL)

Education:

Bachelor's Degree or Associates Degree in Accounting with previous accounting/payroll experience OR an equivalent combination of education and experience.

Policy Compliance

- Follow all policies, guidelines and other mandated regulations including but not limited to Hispanic Unity of Florida, Grantors, Contributors, adhering to attendance and other work related regulation, procedures and practices.
- Attends all staff meetings and training as required by funding source and requested by the Director and Supervisor.

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Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read my job description and understanding my responsibilities.

Employees Signature _____ Date: _____

Manager's Signature _____ Date: _____

“This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice”.

Last Update on July 2015