

**GENESEE/ORLEANS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE, INC.**

**PAYROLL MANAGER**

**REPORTING RELATIONSHIP:** The Payroll Manager assists the Chief Fiscal Officer with design, implementation, monitoring and evaluating the payroll function of the agency. Payroll Manager is responsible for maintaining payroll data for 150+ employees. May be required to work additional hours. Non-exempt position. Reports directly to the Assistant Chief Fiscal Officer.

**RESPONSIBILITIES:** Maintain the highest level of confidentiality, discretion and privacy regarding all facets of financial information and activities at all times. Enter daily any payroll data in the ADP systems which include new hires, changes (health insurance, life insurance, retirement and voluntary benefits), 401(k) eligibility and terminations for bi-weekly payroll. Process payroll bi-weekly. Maintain payroll records. Assist employees and supervisors with ADP software when needed. Verify and process expense reports. Transfer accrual balances at the end of the year. Create reports for supervisors: time off summary, employee wages, etc. Process all fringe benefits for payment (accounts payable) including Quarterly Unemployment split. Create the 401(K) entry from the payroll reports bi-weekly. Provide Nova listing of employee funds biweekly and create the yearly report. Reconcile fringe benefits monthly. Assist the Assistant Chief Fiscal Officer with Certified Fiscal Report (CFR) and OASAS Budget reporting. Pull together payroll information for the CFR, budget changes and the budgets. Prepare new budget to current budget comparisons for payroll. Prepare payroll budget reports for Program Directors. Assist the Assistant Chief Fiscal Officer with preparing adjusting and creating back up documentation for the CPA. Create yearly Payroll accruals and other accruals as necessary. Prepare financial reports for CPA and tie CPA reports to General Ledger. Email CPA documents for audit. Assist the Chief Fiscal Officer with Tracking of EEO and reporting quarterly. Back up to the Assistant Chief Fiscal Officer, Financial Assistant and Accounts Payable Manager. Errands may include check signatures, bank deposits, post office or other. Box files at the end of the year in accordance to policy. Maintain shredding of all confidential paperwork. Act as a resource and consultant to staff in matters relating to payroll and financial procedures. Work on special assignment for the Executive Director or Chief Fiscal Officer or Assistant Chief Fiscal Officer. Attend trainings or seminars to keep skills current.

**QUALIFICATIONS:** High School Diploma or GED equivalent. Great knowledge of Excel and Excel functions, Incredible attention to detail to catch errors, top of the line math abilities, Great organizational skills, good knowledge of accounting practices, amazing time management skills, ability to follow company policies, ability to work independently and on a team. Familiarity with the ADP payroll system is required. Pre-employment background/post offer drug screening is required. EOE

**LOCATION:** GCASA's 430 East Main Street, Batavia site

**FOR MORE INFORMATION OR TO APPLY:**

Apply online with a cover letter and resume to:

GCASA, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: [kcorcoran@gcasa.org](mailto:kcorcoran@gcasa.org)

**POSTED:**

**2/182022**

**DEADLINE:**

**ASAP**

Genesee/Orleans Council-on Alcoholism and Substance Abuse does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.