

**A WOMAN'S PLACE
POSITION DESCRIPTION**

Title: Accounting and Payroll Specialist
Employment Status: Full time

Department: Finance
Status: Exempt

A Woman's Place, the only domestic violence organization in Bucks County, PA, provides comprehensive free, private, and confidential service, support, education, outreach, and advocacy to victims of domestic violence and their children and the community.

Purpose of the Position:

The role of the Accounting/Payroll Specialist is to maintain fiscal and human resources records to make sure that we are in compliance with government and grant regulations. They will assist the Director of Finance in fiscal matters surrounding Accounts Payable and payroll functions. This position will act as a liaison between staff and the PEO and/or outsourced HR company to advise on benefits and other HR best practices.

Reporting Relationships: Reports to Director of Finance.

Other Relationships: Works closely with the leadership and staff of other departments, PEO provider and/or HR company.

Essential Functions:

1. **Accounting: Accounts Payable**
 - Review incoming invoices and purchase orders for appropriate authorizations and accuracy.
 - Process vendor payments on a biweekly basis.
 - Handle vendor communications and resolve billing disputes.
 - Review credit card expense reports and petty cash requests for accuracy.
 - Post transactions to the general ledger.
 - Process 1099s annually.
2. **Accounting: Accounts Receivable**
 - Prepare bank deposits and process through check scanner.
 - Make bank deposits for the thrift store.
 - Complete entries for In Full Swing thrift store.
3. **Accounting: Purchasing**
 - Purchase generic office supplies.
 - Maintain vendor agreements and advise staff on which vendors to use for certain projects.
4. **Accounting/HR: Payroll**
 - Process bi-weekly payroll through payroll software.
 - Update payroll system for new employees and staff changes.
 - Assist in ensuring the accuracy of time and attendance.
 - Inputs payroll data into the accounting software.
 - Organize and prepare timecards for grant reporting purposes.
5. **HR functions**
 - Maintain I-9 files.
 - Respond to employment verifications.
 - Maintains accurate and up-to-date Human Resources files.
 - Responds to employee questions regarding payroll and benefits.

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- Assists with events such as benefits enrollment, organization wide meetings, and employee recognition events.
- Advises on compliance with federal, state, and local laws and regulations.
- Interacts with the PEO and/or HR outsource company to advise on human resources best practices.

Criteria/Requirements:

1. Commitment to AWP's Values, Vision, and Mission statements.
2. Adhere to the confidentiality policy and other policies of A Woman's Place.
3. Successful completion of Domestic Violence Direct Service Training Course and continuing education requirements.
4. Ability to understand and work with diverse populations
5. Honesty and trustworthiness in all relationships.
6. Adapt readily to changing work environments, work priorities, and organizational needs.
7. Contribute to the positive work environment of the organization.

Education:

1. Bachelor's degree in a related field and/or
2. 1-3 years of experience

Characteristics:

1. Demonstrates initiative.
2. Detail oriented
3. Self-motivated and able to work independently
4. QuickBooks experience is highly desired.
5. Ability to analyze and categorize raw data.
6. Understanding of non-profit work environments.
7. Ability to function in a team environment and values collaboration
8. Demonstrated ability to handle confidential information.
9. Ability to work in a crisis setting.

Assignment and Approval of Work:

Director of Finance and Executive Director assign and approve work.

Financial Responsibility:

1. Maintain and enter detailed and accurate financial records
2. I forget what I accidentally deleted...

Data Reporting:

1. Daily, accurate reporting of all data into necessary databases

License/Certifications:

1. FBI clearance, child abuse clearance, and criminal record check
2. Valid Pennsylvania Driver's License
3. Valid vehicle insurance

Physical Demands/Environmental Conditions:

1. Operation of office equipment.
2. Minimal travel involved.

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- 3. Willingness and ability to work varied hours.
- 4. Exposure to cleaning supplies, office chemicals, paint and insecticides.

VISION STATEMENT

A Woman's Place envisions a society where all individuals are safe in their relationships and can flourish.

MISSION STATEMENT

A Woman's Place is a community-based social change organization committed to the empowerment of women and to ending intimate and domestic violence for all.

VALUES STATEMENT

To accomplish our vision of a society where all individuals are safe and can flourish, the programs, services, and decision making at all levels of A Woman's Place are rooted in and guided by the following values:

Courage: A Woman's Place acts bravely and boldly, notwithstanding fear.

Creativity: A Woman's Place encourages the creation of meaningful new ideas, interpretations, and rules.

Equality: A Woman's Place believes each and every one of us must collaborate to create a new society based in equal power and rights.

Integrity: A Woman's Place is of sound moral character and adheres to ethical principles.

Respect: A Woman's Place is considerate and honors the worth and dignity of all beings and resources.

Social Justice: A Woman's Place analyzes structural social inequalities in order to promote justice.

This is not an employment contract. A Woman's Place has the right to change duties and responsibilities as needed.

SIGNATURE

____/____/_____
DATE

SIGNATURE

____/____/_____
DATE