

TEMPORARY PAYROLL & PURCHASING SPECIALIST

JOB DESCRIPTION

\$25 HOURLY, 20-40 HOURS A WEEK

POSITION SUMMARY

Processing bi-weekly payroll, making and receiving purchases, assisting with annual audit, and other accounting duties as assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

1. Payroll

- Manage Human Capital Management System (iSolved): Work with supervisors to ensure all time cards are correct before payroll processing
- Add one time deductions or changes for the pay period
- Ensure hours are coded to the correct department
- Manage time off accruals
- Submit and process payroll
- Print and distribute checks

2. Purchasing

- Receive and place orders for educational and office supplies/curriculum
- Manage use of credit cards, including checkout and documentation
- Ensure all orders are approved
- Maintaining records of purchases, recording receipt of items
- Distributing received items or notifying department of their receipt

3. Cash

- Receive cash payments, donations, etc.

4. MISC

- Assist the accounting team with the annual audit
- Other miscellaneous accounting duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High School Diploma or GED (Two years college or equivalent work experience preferred)
- Three years of related experience or relevant coursework
- Able to exchange non-routine information using tact and persuasion as appropriate
- Good oral and written communication skills

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PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.