



Position Description Payroll / Accounting Coordinator

Overview

The Museum is seeking a Payroll / Accounting Coordinator reporting to the Senior Accountant. This position is responsible for processing the bi-weekly payroll and associated reports and entries and other general accounting duties. Candidate must have a minimum of two years of payroll experience, preferably with ADP Work Force Now. Must possess a high level of professionalism and confidentiality.

Primary Responsibilities:

- Maintain all Payroll systems including:
 - Biweekly processing of payroll, including timesheet and timeclock verification, handling payroll inquiries, producing and distributing payroll reports and validation of processed payroll.
 - Maintain accuracy of PTO system, furnish employee reporting of PTO and process PTO accrual calculations.
 - Maintain accuracy of all staff data in ADP including pay rates, deductions, taxes, home departments, allocations, etc. Complete quarterly payroll audits to verify accuracy of all data.
 - Respond to requests for verification of past/present employment, income verification, worker's compensation, and unemployment claims.
 - Prepare various payroll-related reports to be distributed to HR and other departments
 - Post bi-weekly payroll into the General Ledger and reconcile payroll general ledger accounts.
 - Report and submit 403(b) contributions to 3rd party administrator; reconcile totals to 3rd party administrator statements.
 - Monitor quarterly eligibility into 403(b) plan and update ADP records accordingly.
 - Reconcile and audit health, dental and disability bills monthly and allocate expense via journal entry.
 - Review and reconcile all flexible spending account information with 3rd party administrator.
 - Assist with departmental time tracking. Prepare journal entries to record time related to exhibits and other special projects.
 - Maintain accurate payroll filing system of all payroll-related correspondence.
 - Maintain accuracy of payroll manual, updating it for changes in policies and processes as needed.
 - Works closely with Human Resources and Accounting on all payroll related issues

- Assist with weekly Accounts Payable processing
- Prepare various journal entries
- Other duties as assigned

Education, Experience and Skills:

- Minimum two years of payroll processing experience required with experience in posting and reconciling payroll related accounts in the General Ledger
- Experience with ADP Work Force Now preferred
- Intermediate to advanced Excel skills
- Understanding of general accounting principles including GL debits and credits and basic accounting terms
- Strong interpersonal skills and effective written and verbal communication skills
- Ability to work independently, detail oriented, self-starter, energetic
- Strict confidentiality a must.

The Museum of the American Revolution (www.AmRevMuseum.org) is an Equal Opportunity Employer.

To apply, please send a resume and three professional references to employment@amrevmuseum.org.