

Job Title: Payroll Assistant

Working America is the community affiliate of the AFL-CIO. With four million members, Working America recruits and mobilizes people who do not have a union on the job in support of working families' issues.

The Payroll Assistant is responsible for supporting Administrative and Accounting Department with the day-to-day accounting functions related to the timely and accurate delivery of payroll and related client service, including recordkeeping and reporting. This position also provides general accounting and project support to the accounting department.

The position is fixed-term with an expected end date on or before Dec. 20, 2024.

Reports to: Associate Director of Compensation

Duties:**Payroll and Administration:**

- Serve as point of contact for time, attendance and payroll questions;
- Assist with processing payroll and maintaining payroll information as required;
- Maintain the upkeep and confidentiality of payroll records and files;
- Know, interpret and apply company procedures, regulations and policies;
- Data entry and maintenance of files for all payroll-related personnel transactions such as new hire setup, terminations, payroll deductions, garnishments, etc.;
- Maintain payment of, and distribution of reporting data related to all garnishments and deductions to proper authorities;
- Assist with gross to net calculation, audit and balancing of pay data;
- Assist with reconciliation of all payroll accounts to general ledger;
- Prepare and maintain payroll-related records and reports as needed;
- Serve as designated back-up to administer and process payroll;
- Research and resolve payroll issues including but not limited to retro pay, check processing and timecard access;
- Assist with preparation and maintenance of accurate records regarding payroll.

Accounting Support:

- Arrange third party authorizations as needed.

Project Support:

- Support project management including preparation of documents and follow up on timeliness and deliverables related to annual audits.

Other Duties:

- Other projects and duties as assigned by the Associate Director of Compensation.

Qualifications:

- Minimum of 1-3 years' experience in administrative, payroll and office support, working in a high energy office environment;
- Experience with database management and accounting payroll software;
- Associates degree in related field or equivalent experience required;
- Demonstrated ability to maintain a high level of confidentiality with all data and sensitive materials;
- Detail oriented and organized;
- Ability to meet assigned deadlines and work under pressure;
- Excellent communication skills and interpersonal skills.

Location:

- Washington, DC

Position Type:

- Full-time/Regular
- FLSA classification: Non-exempt

Salary for this position starts at \$45,168. Includes medical insurance and 401(k) with employer contribution.

Working America is an equal opportunity employer. *Working America is committed to building a diverse workforce and strongly encourages applications from women, people of color, LGBTQIA and other non-conforming individuals, and individuals with disabilities.*

To apply, please visit www.workingamerica.org/jobs.