

**Finance Associate – Payroll & Benefits
One Roof Community Housing**

Department: Finance **Reports to:** Finance Director
Weekly Hours: 32-40 **Exempt/Non-exempt:** Non-exempt
Date Reviewed: July 2022
Reviewed By: Director Team

Position Overview: The Finance Associate – Payroll & Benefits is responsible for processing payroll and benefits for One Roof Community Housing and Common Ground Construction employees. This position also provides financial and administrative support to the Finance department for both One Roof and Common Ground Construction lines of business.

Principal Duties and Responsibilities

Payroll & Benefits: One Roof & Common Ground

- Process payroll and related filings
- Annual W4 notification to employees
- Monitor PTO accruals
- Track when employees become benefit eligible, notify employees, provide benefit paperwork, assist with benefit enrollment, process paperwork, and provide copies to Senior Director, Admin & People Operations
- Process new hire payroll and distribute copies to Senior Director, Admin & People Operations
- Train new employees on how to use payroll tracking system (*i.e. Paylocity*)
- Process benefit changes triggered by employee request, notify Senior Director, Admin & People Operations
- Assist Senior Director, Admin & People Operations and Finance Director with annual benefit enrollment process
- Provide support to supervisors on the use of the payroll tracking system (*i.e. Paylocity*)
- Prepare and maintain all necessary accounting and census 401k records and notify participants of notices and statements

Support to the One Roof's Finance Department:

- Prepare and file MN unemployment Quarterly tax return
- Process 1099s
- Take minutes at Finance Committee
- Assist with annual financial audit
- Process check run

Support to the Common Ground's Finance Department:

- Board meeting minutes
- Process payments
- Bank deposits
- Create prevailing wage reports as needed
- Monitor active sub-contracts
- Create and file builder's risk reports
- Process large project accounts payable
- Process 1099s
- Monthly journal entries
- Process check run

- Provides support for other One Roof lines of business as needed.
- Other duties as needed or required.

Finance Associate – Payroll & Benefits One Roof Community Housing

Supervision Received:

Finance Director supervises this position and supervision is regular.

Supervision Exercised:

None.

Qualifications & Skills:

REQUIRED:

- Associate of Arts degree in accounting or related field, or equivalent experience.
- Mathematical, spreadsheet and database aptitude appropriate for accounting & project tracking work
- Strong understanding of accounting concepts.
- 3 years' experience with an accounting program, such as Quick Books, Fund EZ, Sage, or similar.
- Computer experience, Microsoft Office or similar
- Excellent record keeping and organizational skills
- Excellent communication and customer service skills, written and verbal, including the ability to work with diverse people
- Ability to handle multiple tasks
- Deals with confidential information and/or issues using discretion and judgment.
- Mission-Oriented: Committed to our mission of enriching lives and communities one home at a time and our vision of communities where everyone has access to sustainable and affordable housing.
- Cultural Responsiveness and Experience with Underserved Communities: Experience working with underserved communities including low-income families and/or individuals. Cultural self-awareness and a demonstrated ability to work across cultural differences with empathy and sensitivity.
- Commitment to Equity and Inclusion: A proven commitment to social justice.

PREFERRED:

- 1+ year of experience in payroll and/or benefits administration
- Experience using payroll/HR tracking software (*i.e. Paylocity or similar*)

Travel may be required for occasional training opportunities but is not a regular requirement for this position.