



## Crow Canyon Archaeological Center Job Description

**Position Title:** Payroll and Accounts Payable Specialist  
**Status:** Non-Exempt  
**Employment Category:** Full Time  
**Reports to:** Director of Finance

### Position Summary:

This position is responsible for preparing and processing the bi-weekly payroll and accounts payable functions. Prepares entries for related benefits including, but not limited to employee health insurance, 403(b) retirement plan, workers compensation, federal and state taxes. Maintains administration of timekeeping system. Maintains confidential information in professional manner. Performs monthly reconciliation of related general ledger accounts, and prepares other wage and benefit schedules as required. Prepares annual 1099 and W-2 reporting to IRS. Performs detailed accounting duties in accordance with standard accounting procedures.

### Education and/or Experience:

Bachelor's degree or equivalent and one to three years of practical experience in a not-for-profit accounting or finance department. Demonstrated proficiency in using accounting software (Blackbaud Financial Edge) and Microsoft Office programs highly desirable.

### Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sorts, compiles, and codes documents for entry into accounts payable and receivable. Posts to general ledger and produces computerized checks for distribution to vendors
- Using Timeclock as source for generating bi-weekly payroll; accurately records and calculates payroll for hourly and salaried personnel
- Prepares all related payroll entries for taxes, annuities, and worker's compensation
- Confirms distribution for payroll with Director of Finance and sends electronic advices to all employees
- Reconciles general ledger accounts for all payroll liabilities
- Obtains and analyzes financial information to prepare monthly reports as requested
- Works closely with Grants and Contract Projects Specialist to ensure appropriate time allocations for employees' time allocated to grants, projects, and endowment supported activities
- Maintains administration of timekeeping system
- Provides support to auditors for annual audit and preparation of tax returns. Includes preparation of special reports, schedules, and exhibits necessary for testing and review
- Documents and updates accounting procedures and practices
- Maintains favorable relationships with banks, vendors, constituents, etc.
- Maintains confidential information in professional manner

### Knowledge, Skills, and Abilities:

- High degree of proficiency in the following: Microsoft Excel, Financial Edge or similar database accounting application, and Microsoft Word
- High degree of attention to detail and confidentiality of employee payroll records
- Ability to speak effectively with customers, vendors, and employees

- Ability to communicate effectively through writing business letters and email correspondence
- Thorough knowledge of technical accounting principles, practices, and procedures
- Ability to read and interpret documents such as contracts, financial reports, and procedure manuals
- Ability to solve practical problems

**Physical Demands:**

The employee must be able to:

- Sit for prolonged periods of time
- See at far and close range
- Work weekends and irregular or extended work hours during the week
- Communicate verbally through listening and speaking
- Sit, use hands and fingers to handle and operate objects, devices and controls
- Walk, reach with arms, lift and/or move up to 25 pounds
- Regularly operate telephone, computer, software and printer, copy machine, fax machine, calculator, and similar office machines
- Use hands to finger, handle, or feel; reach with hands and arms
- Occasionally required to stand and walk
- Occasionally lift and/or move up to 25 pounds

Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Certificates, Licenses, and/or Registrations:**

- Background check upon hire
- Current health statement

**Driving requirements for use of Crow Canyon vehicles:**

- Valid driver’s license
- Complete transportation related training
- Must be insurable by Crow Canyon’s automobile liability while employed in this position

**Note:** This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall in no way be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

I have received a copy of my job description. I understand and accept the responsibilities of this position.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date