

# Urban Seniors Jobs Program

## Job Description

**JOB TITLE:** Payroll Clerk/Office Administrator

**REPORTS TO:** Senior Project Director

**BASIC FUNCTION:** Compile and record employee time and payroll data. Assist in the coordinate of office activities to ensure the efficiency and effectiveness of office functions.

### POSITION REQUIREMENTS

**EDUCATION:** Associates Degree in finance, marketing or similar.

**EXPERIENCE:** A minimum of two years conducting payroll and office administration procedures. Background of working with diverse community groups from varied socio-economic levels.

### KNOWLEDGE, SKILLS AND ABILITIES

1. Excellent oral and written communication skills.
2. Knowledge of public relations and marketing techniques.
3. Must have initiative, be highly motivated and goal oriented.
4. Strong Microsoft Word, Excel, PowerPoint, and Outlook abilities
5. Able to exercise independent judgment.
6. Valid State Driver's License, insurable with own reliable car

### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Process and issue employee paychecks and statements of earnings.
- Compute wages and deductions, and enter data into computers.
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Process paperwork for new employees and enter employee information into the payroll system.
- Oversee record retention procedures with regards to file audits
- Conduct intake procedures
- Act as a liaison between Host Agencies and Urban League of Palm Beach County
- Develop/assist in the organization of office procedures to build an effective and efficient process for new and existing participants
- Assist the Senior Project Director with contract reviews
- Monitor and order office supplies and follow standard purchasing procedures
- Assist in training site participants
- Assist with developing marketing material and sources to promote program information
- Maintain all participant files as required by law and within the boundaries of good business practice

- Investigate accidents and prepare reports for insurance carrier
- Assist in meeting with Host Agencies and training them on payroll procedures
- Assist in answering and monitoring phone lines
- Must be willing to travel within Ft. Lauderdale

#### ADDITIONAL SKILLS

- Able to work positively and professionally in both independent and team settings
- Able to work cooperatively with representatives of various Urban League offices, external partners and customers
- Able to de-escalate and resolve conflict in a positive manner
- Capable of effectively organizing self, time and responsibilities
- Able to communicate effectively in a written and verbal manner
- Knowledge on job development a plus
- Knowledgeable in how to navigate Employ Florida Marketplace a plus
- Bi-lingual (English/Spanish) a plus

No phone calls please. Email cover letter and resume to Troi Stoessel at [tstoessel@ulpbc.org](mailto:tstoessel@ulpbc.org)

The selected individual will be working in the Ft. Lauderdale Florida area.