

JOB ANNOUNCEMENT

ACCOUNTS PAYABLE & PAYROLL CLERK

The Bayview Hunters Point Foundation is seeking a skilled **Accounts Payable & Payroll Clerk** to handle the overall accounts payable and payroll functions at the Administrative headquarters. Hours are from 9:00 a.m. to 5:00 p.m. Monday – Friday.

Job duties include but are not limited to:

Accounts Payable:

- Code vendor invoices and credits with the appropriate GL account and department information.
- Create and maintain vendor information for files, including obtaining W-9 Forms.
- Assemble invoices/data entry of information input in timely manner to schedule and prepare the weekly check run.
- Create Manual checks as necessary
- Reconciliation of any vendor statements as needed.
- Assist with month-end close process by working with vendors to receive invoices on a timely basis.
- Communicate with vendors on a timely basis.

Payroll:

- Maintain payroll information by collecting, calculating, and entering data in ADP Workforce Now.
- Update payroll records by entering New Hires, changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers, etc.
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
- Resolve payroll discrepancies by collecting and analyzing information.
- Provide payroll information by answering questions and requests.
- Maintain employee confidence and protects payroll operations by keeping information confidential.
- Calculate and prepare Payroll related general ledger entries.
- Research and prepare special reports for management.
- Communicate with insurance carriers and other program vendors.
- Other accounts payable and payroll duties administrative duties as assigned.
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Supplemental Questionnaire-Accounts Payable/Payroll Clerk

In addition to submitting your resume, we're requiring you to briefly respond to the questions outlined below. Your responses will better assist us in evaluating your qualifications against the many other candidates that we've received for this posting. Thanks again for applying and wanting to become an integral part of our team.

General

- Realistically what could be your first day at the Foundation?
- During the transition/training period from current staff to you, can you work every workday through 12/31/17?
- Based on the specific requirements of the posting, briefly describe how your existing skill sets could be best utilized

Accounts Payable

1. Provide a list the modular based accounting software programs you have worked on, which modules you've worked on and for how long you've worked in that module
2. What tools do you use to ensure the accuracy of work prior to input into a modular based financial accounting software program?
3. From your previous experience, what is the average weekly volume of check payments that you've done?
4. Because we have multiple programs/cost centers, what is your specific experience with cost accounting?
 - a. What's your experience within a cost allocation environment?
5. Briefly describe your process in performing the following task of the monthly reconciliations of the accounts payable sub-ledger to the general ledger's accounts payable account
6. Briefly describe your experience in the reconciliation of other liability accounts
7. Briefly describe your experience with the process of gathering, maintaining and generating annual 1099 filings
8. From your previous experience, what has been your level of direct engagement with an external financial audit?

Payroll

1. In an ADP Workforce Now environment, briefly describe your experience and level of comfort in the areas below:

Area	Experience High/Medium/Low	Comfort Level High/Medium/Low
Hiring/New & Rehiring		
Garnishments		
Salary Pay and Allocation Adjustments		
Time & Attendance Module		
Monitoring Time Off Request		
ACA Setup & Maintenance		
Reporting Module		

2. Each department has a method of individual employee time input, approval and the physical transmission of timecards to this office. However, this position still does a verification process to, confirm whether or not an employee is eligible for the time off hours they may request for a given pay period. Are you familiar with this type of time collection and verification? If so, briefly describe your experiences
3. Briefly describe your experience with creating and posting the payroll into the general ledger using an journal entry
4. Prior to the payment of serval employee benefits a reconciliation of the provider's invoices/billings must be performed. Briefly describe your specific experience in this area
5. From your previous experience, what has been your level of direct engagement with workers compensation audit?