



Old Mill Center
for Children & Families

Position: Payroll Administrator (part-time)

Pay: \$24-\$27 per hour

FTE: Part-time FTE .12 (4.8 hrs. per week)

Position Summary: The Payroll Administrator shall act as the payroll clerk for all payroll-related tasks.

Qualifications: At least 5 years' experience in managing payroll end-to-end. Must have a good understanding of and ability to utilize QuickBooks accounting software for payroll. Be organized, detailed oriented, and can plan and organize work to meet deadlines. Have good communication skills. Must have the ability to work well independently and as part of a team of administrative staff and with program staff.

Responsibilities:

- Process in a timely manner monthly and one-off payroll for staff and contractors including payroll taxes, workers compensation, medical insurance and other payroll deductions.
- Maintain up to date knowledge of payroll-related rules and regulations.
- Process all payroll related reports for State and Federal Reporting.
- Respond to payroll-related questions from staff and managers.
- Assist with internal and external audits as needed.

Necessary Abilities:

- The capacity to be self-initiated and self-monitoring.
- An ability and to work cooperatively with co-workers and business partners
- Possess necessary knowledge and skills in payroll and ability to make good use of accounting and reporting tools and software.
- Be extremely accurate with a high level of attention to detail.

Professional Standards:

- Follows established standards, policies and procedures of Old Mill Center.
- Keeps employee information received in strict confidence and will exercise a reasonable degree of care to prevent disclosure to others.



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- Maintains a positive job attitude including positive team behavior (e.g. willing to pitch in, problem-solving attitude, positive communication style, etc.).
- Reports at regular working hours, is punctual and possess a strong work ethic.
- Demonstrates good verbal and written communication skills while on the job and while representing the interests of Old Mill Center.
- Professional standards and grooming as appropriate for the job.