



We house, feed, and support those in need with compassion and dignity.

Job Posting

Title: **Payroll Specialist**

FLSA Status: **Part-time/Non-Exempt**

Reports to: **Sr. Accounting Analyst**

EEO Code: **5**

Overview:

St Vincent de Paul, Louisville (SVDP) is one of the longest serving social charities in Louisville. Through our homeless shelters, supportive housing programs, professional case management, clinical services, after-school programming, Open Hand Kitchen, Food Pantry, and retail thrift stores, we house, feed, and support those in need with compassion and dignity.

Position Summary:

Payroll Specialist reports to the Senior Accounting Analyst, and CFO to support the Accounting Department by maintaining payroll, budgets, month-end closings, and other finance related duties. **This position is part-time, working no more than 29 hours a week.**

Essential Duties and Responsibilities:

- Process payroll through a third-party vendor
- Process benefits payments
- Quarterly reconciliations of payroll accounts
- Completing required payroll reporting (Multiple Worksite Reports, annual audits, etc.)
- Maintain accurate payroll documentation for grant reimbursements and year-end auditing purposes
- Assist in month-end closings by completing account reconciliations along with composing and keying journal entries
- Maintain monthly spreadsheets and schedules of accounts and prepare necessary adjusting journal entries (PPD, inventory, etc.)
- Maintain manual spreadsheets for reconciliations and auditing purposes
- Assist with annual budgets
- Other duties as assigned related to the daily finances of the organization

Specific Knowledge, Skills, Abilities:

- Strong technical skills including comfort with Microsoft Office (Word and Excel)
- Strong payroll accounting knowledge base
- Accounting software experience (Abila) is a plus
- Exceptional mathematical and calculation skills
- Ability to work independently and as part of a team
- Knowledge of general office protocols, practices and equipment
- Strong communication skills (written and verbal)
- Possess good organizational skills
- Multitasking abilities
- Must be attentive to detail, reliable, and able to follow standard filing procedures
- Commitment to the mission, values and goals of St Vincent de Paul

Education, Qualifications, Certifications, Trainings, Licenses:

- High School diploma required, Associate's or Bachelor's degree preferred
- Minimum 3 years accounting experience preferred
- Accounting background (education or experience)
- A combination of education, training and experience that results in demonstrated competency to perform the work may be substituted
- Non-profit accounting experience a plus
- Successfully pass any required pre-employment background and drug screening
- Commitment to the mission and goals of St Vincent de Paul

Reporting to this position: None

Physical Demands/Effort/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.**

The requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the "at-will" doctrine adhered to by SVDP.

Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy employer paid Life/Short/Long Term Insurance, as well as access to most SVDP benefit plans.

SVDP will conduct a thorough background investigation as part of its application process. Investigations are not limited to but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening, and a comprehensive criminal background check.

Salary: \$18.00 to \$20.00 (depending on experience)

Apply online: <https://www.svdplou.org/careers/>

Email cover letter and resume to: hr@svdplou.org

SVDP is proud to be an Equal Employment Opportunity, Affirmative Action employer and absolutely committed to diversity. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.