



Job Title: Client Accounts Payable/Client Payroll Administrator
Department: CAP
Supervisor: Accounts Payable/Receivable Supervisor
Supervises: N/A
Position Type: Full-Time, salaried, non-exempt
Location: Fairfield, CT
Date: September 2020

Overview/Job Description:

The Client Accounts Payable/Client Payroll Administrator will be expected to handle a variety of tasks across several areas related to Client A/P and A/R, Client Tax & Financial Operations, and Client Payroll. As this is a newly created position it may naturally evolve based on changing needs and the candidate should be comfortable with flexibility and moving between different areas of responsibility as needed.

Essential Duties and Functions:

A/P Responsibilities:

- Review and process disbursement account activity on a daily basis
- Send transfer requests and monitor outstanding requests
- Review all expenses for accuracy and compliance
- Monitor receivable activity in all disbursement accounts daily
- Process grant and expense payments via check, wire, and ACH
- Review grant and expense back up for accuracy with its coordinating check
- Improve and streamline processes, develop new safeguards against error or possible fraud
- Resolve discrepancies in a timely manor
- Work with Client Services to resolve pending transactions
- Prepare and process checks to be issued on behalf of our clients for expenses, grants, and taxes from accounts where funds have been received.
- Research and respond to all check inquiries and assist with monthly reconciliations.
- Issue stop payments on outstanding checks to be voided and/or reissued.
- Upload Positive Pay check files for three of our disbursement accounts.
- Print checks for Corporate Accounting and forward Positive Pay file.
- Coordinate with Client Services with special grant requests and ensure the information is accurately reflected and payments are processed on a timely basis

Client Tax & Payroll Responsibilities:

- Coordinate with the Payroll Team to set up new client payroll and maintain changes to existing client payroll within FS Admin
- Book/record client payrolls in FS Admin
- Create and maintain recurring payroll expense templates on FS Admin
- Create and maintain payroll expense calculators in Excel
- Review expense activity for foundation employees throughout the year for W-2 adjustments
- Research and resolve any payroll issues or discrepancies with the Client Services., Financial Operations, and Payroll Teams
- Perform year-end payroll reconciliations
- Review expenses for 1099s
- Prepare and process 1099s annually
- Process quarterly and annual tax payments via EFTPS
- Enroll clients in EFTPS and process all EFTPS Tax payments as they are due.
- year-end payroll review
- Train as back up to Payroll Manager to be able to step in and set up/process client payrolls in Paylocity if necessary



Skills and Knowledge:

- Clear understanding of standard business/office practices
- Knowledge of Microsoft Office Suite: Word, Excel, PowerPoint
- Excellent interpersonal and teamwork skills
- Must be detail oriented, self-motivated, and able to prioritize
- Ability to learn quickly and take initiative
- Strong computer skills
- Discretion and maintaining confidentiality is essential

Experience and Education:

- Minimum 5 years experience with payroll review and processing
- Minimum 3-5 years experience in the area of general Accounts Payable processes

Physical Demands and Work Environment:

- In order to perform successfully the essential functions of this position, an employee must generally be able to do the following: communicate verbally (speak and hear); use hands or fingers; handle or feel objects, tools, or controls; stand; walk; sit; reach with hands and arms; occasionally lift and/or move up to 15 pounds; and write coherently and grammatically in English. The position requires the ability to see objects, print, and/or images at close range and in the distance, and the ability to adjust focus. The noise level in the work environment is usually low to moderate. Foundation Source will provide reasonable accommodations to enable otherwise qualified individuals with disabilities to perform the essential functions of the position.

NOTE:

- This job description does not include all of the duties that may be required of an employee in this position. Other functions, tasks, and duties may be assigned by the Company, in its discretion. To perform this job successfully, an employee must possess the skills, aptitudes, and abilities to perform each duty proficiently. Educational and experience requirements listed in this document are the minimal requirements for consideration for the position. The set of functions considered "essential" is subject to modification by the Company. Foundation Source will provide reasonable accommodations to enable otherwise qualified individuals with disabilities to perform the essential functions of this position. This job description does not create an express or implied employment agreement; in the absence of a specific written agreement to the contrary, all Foundation Source employees are employed "at will," and may resign or be discharged at any time, with or without notice.

Foundation Source is an Equal Opportunity Employer, maintains a drug free workplace, and complies with the ADA.

All applicants are considered without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, military/veteran status, genetic information, marital status, or any other protected characteristic under applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Any applicant requiring a reasonable accommodation to complete the application and/or participate in the interview process should contact a management representative.