

# BMAC:

## **Job Opening Fiscal Payables and Payroll Clerk, Walla Walla, WA**

This full-time position will report directly to the Chief Financial Officer. The Fiscal Payables and Payroll Clerk provides support to the agency's program directors and staff in the processing of invoices and purchase orders, auditing credit card expenditures, and complex payroll accounting.

Blue Mountain Action Council is committed to creating an equitable organization that is inclusive and representative of the communities we serve. We recognize that our diversity is our strength, and it is critical to advancing our mission and enhancing the well-being of participants, staff, volunteers, and the community.

As an affirmative action/equal opportunity employer, it is our policy to provide equal employment opportunities to all qualified individuals without regard to race, color, religion, national origin, marital or veteran status, genetic information, gender, age, non-disqualifying physical or mental disability, sexual orientation or any other legally protected status.

HOW TO APPLY: Send completed BMAC application, resume and cover letter to:

[HR@bmacww.org](mailto:HR@bmacww.org)

The job application is available in our office or online at <https://bmacww.org/aboutus/employment>.

This position is open until filled. First review of applications will be held on Thursday, July 29<sup>th</sup> 2021. Questions: Lisa Mathias, Human Resources Director 509-529-4983

BLUE MOUNTAIN ACTION COUNCIL  
Walla Walla WA 99362

JOB DESCRIPTION

|                    |  |             |                         |
|--------------------|--|-------------|-------------------------|
| POSITION TITLE:    | <b>Fiscal Payables and Payroll Clerk</b> | REPORTS TO: | Chief Financial Officer |
| EMPLOYMENT STATUS: | Nonexempt                                | SUPERVISES: | No one                  |

**HOURS OF WORK:** Normally 40 hours per week. More hours can be required by management if work load temporarily necessitates.

**SALARY RANGE:** \$21.21 per hour

**GENERAL DESCRIPTION/BASIC FUNCTION:** The Payables and Payroll Clerk provides fiscal support to the Chief Financial Officer.

**WORK CONDITIONS AND SITE:** Work is performed in an office environment with frequent interruptions. Some travel (primarily local) required for meetings and other duties.

**ESSENTIAL FUNCTIONS:** *Includes the following. Other duties may be assigned.*

1. Accounts Payable:
  - a. Monitor billings and purchase orders for accuracy and receipt of all items.
  - b. Process Accounts Payable payments.
  - c. Distribution of accounts payable, attach check stub with backup, and file appropriately.
  - d. Monitor daily cash flows.
  
2. Purchasing:
  - a. Order supplies as requested/needed on a regular basis by obtaining best price, service, and product.
  - b. As supplies are delivered check and compare to purchase order and distribute to appropriate staff or storage.
  - c. Organize and maintain supply room.
  - d. Maintain vendor files, paid check files, and other files related to cash disbursements.
  
3. Payroll:
  - a. Organize, review and enter timesheet information into the accounting software.
  - b. Post payroll entries and print checks and vouchers.
  - c. Enter ACH payroll data into bank website.
  - d. Pay all payroll taxes and withholdings on time and maintain accurate records regarding the payments.
  - e. Maintain accurate records for benefits and deductions:
    - i. Retirement

- ii. Medical, dental, vision, life and disability
    - iii. United Way
    - iv. Garnishments
    - v. Paid time off (PTO)
    - vi. Aflac and other
  - f. Create and file annual W-2 and 1099 forms.
4. Benefits Coordinator:
- a. Assist new employees with understanding, selecting and enrolling in Medical, Dental, Vision, and Life and Disability policies.
  - b. Setup and enroll each employee on-line and transmit employee information to Lloyd's Insurance.
  - c. Cancel policies when employment has ended.
  - d. Track and provide accurate census information for renewals.
5. Other Fiscal/Administrative Duties:
- a. Train new employees on purchase order system and how to properly use timesheets.
  - b. Other fiscal/administrative/program support as requested.

## **EXPECTATIONS OF ALL STAFF:**

### Accountability:

- Issues are raised and receive prompt responses
- Communicate with honest, authentic conversation, using active listening with staff and clients
- Maintain a high level of confidentiality
- Delegate responsibilities and trust the person/team will complete them to the best of their ability.
- Be well-versed in BMAC programs and services to fully meet client needs

### Dignity:

- Value the contributions of each position and what it adds to the organization
- Everyone is treated as a whole, unique and capable person
- Honor the experiences and expertise our clients have regarding their lives
- Rebuild client's sense of self-worth and confidence

### Diversity/ Equity /Inclusion

- Be a safe and accessible space for all
- Actively identify and root out systemic racism/implicit bias in the work place and commit to more inclusive practices
- Foster a sense of belonging among staff and clients
- Commit to a strong culture of Diversity/Equity/Inclusion

### Spirit of Service:

- Deep desire to be in service to others
- Give clients our best effort/best work every time
- Stay present during client interaction
- Make an additional effort to meet client needs even when they don't fall within the scope of our programs

**REQUIRED SKILLS AND ABILITIES:**

1. Working knowledge of accounts payable preparation and procedures.
2. Working knowledge of computer operation with Windows environment and various software programs (particularly with Excel, Word, and database software).
3. Speed and accuracy in operation of 10-key calculator and type at least forty (40) words per minute.
4. Demonstrate good organizational/time management abilities.
5. Ability to read and comprehend a wide variety of material.
6. Proficiency in QuickBooks program or the ability to learn it.
7. Have a functional understanding of accounting principles.
8. Accuracy in computation and recordkeeping.
9. Excellent oral and written English language skills.
10. Ability to follow written and verbal instructions.
11. Ability to compile data accurately.

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

The job is largely sedentary work with occasional light physical work. Most duties are performed at a desk.

1. Must be able to lift 20 pounds.
2. Must be able to hear, speak, write and read in English.
3. Must be able to sit or stand at desk for the majority of time.
4. Repetitive motion; substantial motion of the wrists, hands and/or fingers.

**QUALIFICATIONS:**

1. Associates Degree in Accounting or Business and one year work experience with payroll management, or an equivalent combination of relevant work experience.
2. Recent experience and/or education with accounting software.
3. Must be bondable.

*NOTE: This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of BMAC are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties. Updated 7/2021*