

Job Title: SCSEP Payroll Specialist
Reports To: Administrative Director and Fiscal Director
FLSA Status: Full Time Non Exempt
Department: SCSEP - Title V Program - Senior Community Service Employment Program and Fiscal
Location: Alabaster, AL
Date: September 2020

SCSEP Program Overview- This job classification serves as Payroll Specialist for Senior Community Service Employment Program (SCSEP). *The Senior Community Service Employment Program (SCSEP)* is a community service and work-based training program for older workers that provides useful community services and fosters individual economic self-sufficiency through training and placement into unsubsidized jobs.

Participants gain work experience in a variety of community service activities. Participants work an average of 20 hours a week and are paid the highest of federal, state, or local minimum wage. This training serves as a bridge to unsubsidized employment opportunities for participants.

Successful participants who successfully participate in the program can secure employment and have a better quality of life.

Job Description: The SCSEP Payroll Specialist works with both the SCSEP Project Director and SCSEP Project Assistant Director regarding payroll for SCSEP participant. Potential candidates should understand ethical behavior and business practices; be able to establish and maintain positive working relationships; communicate effectively; and foster teamwork.

Essential Duties and Responsibilities:

- Send/Collect timesheets to/from participants;
- Assist participants to determine the number of hours they have worked at a Host Agency for a particular pay period;
- Answer questions about direct deposit and check stubs;
- Update spreadsheets with participant hours and send to fiscal for pay with copies to both the SCSEP Project Director and Project Assistant Director for programmatic reference;
- Maintain payroll related spreadsheets;
- Enter hours into SPARQ and ADSS reporting systems;
- Key In-Kind; and
- Other duties as assigned.

Education and Experience: 2 years of college education in accounting principles and 2-3 years of experience in bookkeeping or equivalent combination of education and experience. Bachelor degree in business or business related field (accounting, finance, insurance, human resources) preferred.

Additional Requirements:

- Possess a valid driver's license.
- Maintain automobile 100/300/100 liability insurance.
- Valid TB Skin test prior to or upon hire.

Relevant Knowledge:

- Proficiency in QuickBooks software & Microsoft Excel;
- Knowledge of accounting principles;
- Proficiency in the use of Microsoft Office software;
- Math skills to proof financial reports; and
- Ability to prioritize and work on multiple projects.

Benefits: BCBS Insurance; RSA – ERS; *others available upon interview

How to Apply: Email cover letter, resume, three references and salary requirements to Ladams@m4a.org
Deadline to apply open until filled.