



Payroll/Accounting Specialist

Location: Pittsburgh based

Salary: \$45,000-\$48,000

Girl Scouts is the preeminent leadership development organization for girls in kindergarten through twelfth grade, and our mission is to build girls of courage, confidence, and character. At Girl Scouts Western Pennsylvania, we're committed to providing every girl the chance to practice a lifetime of leadership, adventure, and success.

SUMMARY DESCRIPTION

The Payroll/Accounting Specialist will perform all payroll processing activities necessary to execute bi-monthly payroll in compliance with federal, state and local regulations, and Girl Scouts Western Pennsylvania policies and procedures. The Payroll/Accounting Specialist also performs cash receipts, accounts receivable, sales tax, banking, and general accounting functions of the Council.

Essential Functions

- Process bi-monthly payrolls
- Update and maintain accurate payroll records including salary changes, wage garnishments, benefit deductions, and payroll taxes
- Performs ad hoc payroll calculations and determinations
- Review non-exempt timecards and follow up on timecard discrepancies
- Review and process employee reimbursements, and follow up on discrepancies
- Work closely with VP of Finance and Human Resources to resolve payroll and time & attendance issues
- Contact other departments and/or outside agencies to research and resolve problems
- Performs other accounting functions such as cash receipts, accounts receivable, sales tax, and banking

Requirements:

- A two-year degree in finance/accounting or business school or technical school graduate preferred
- Minimum of 2 years work experience processing payroll
- Working knowledge of ADP payroll and Time & Attendance a plus
- Ability to maintain confidentiality
- Proficient Word, Excel and Outlook and willingness to learn new computer software applications
- Must be organized, detail orientated, and customer focused
- Strong attention to detail and high degree of accuracy

Summary and Benefits:

Girl Scouts Western Pennsylvania is one of three Girl Scout councils in Pennsylvania. We are a 501(c)(3) non-profit organization that supports 27 counties in western Pennsylvania and are an Equal Opportunity Employer. Clearances and criminal background checks are required.

Our generous benefit package includes

- A hybrid workweek, with up to 3 days of remote work each week
- Health and HSA, dental and vision insurance available
- Company paid life and long-term disability
- Supplemental benefit options: short-term disability, cancer insurance, life insurance, and accident insurance
- 401(k) plan, both pre-tax and ROTH options, with employer match
- A generous paid time off policy
- 15 paid holidays annually (office closure between December 24-Jan 1)
- Paid Parental Leave
- Paid Sick Leave
- FSA options for health, dependent care, and parking expenses
- Employee Assistance Program

TO APPLY:

Apply today to be part of our mission to help build girls of courage, confidence, and character, who make the world a better place. **Submit cover letter and resume to recruiting@gswpa.org.**