



Career Opportunity

POSITION TITLE SENIOR PAYROLL REPRESENTATIVE
DEPARTMENT PAYROLL
REPORTS TO PAYROLL MANAGER
FLSA STATUS FULL-TIME/NON-EXEMPT
RECRUITMENT FOCUS INTERNAL AND EXTERNAL APPLICANTS

POSTING DATE: INTERNAL CLOSING: EXTERNAL CLOSING:
4/25/08 OPEN UNTIL FILLED OPEN UNTIL FILLED

ORGANIZATION SUMMARY

The LA Conservation Corps is a private, non-profit organization that has been helping at-risk young people develop themselves since 1986. To date, more than 20,000 young people have participated in the Corps classes and service projects, learning new skills while contributing to the quality of life for all of us in the greater Los Angeles area.

POSITION SUMMARY

Reporting to the Payroll Manager this position is responsible for processing regular staff payroll, data entry review for 3 full time Payroll Clerks and 1 full time Benefits Specialist. Other duties may be assigned as required.

ESSENTIAL FUNCTIONS

- Process Regular Staff Payroll (Semi Monthly)
- Review new hire and timesheet data entry reports with staff
- Reconcile payroll batches to punch detail reports
- Review payroll preview reports with payroll staff before transmission
- Run ADP Mass Change Processes
- Prepares payroll journal entries
- Reconcile wage and tax register to quarterly 941's and to payroll payable GLA
- Prepare and reconcile key monthly balance sheet accounts
- Reconcile and prepare monthly Workers Compensation invoice
- Monitor document retention projects
- Prepare quarterly payroll calendar
- Assist with payroll staff training

PROFICIENCIES/SUCCESS FACTORS

- Organizing and Planning– Ability to structure tasks, establish priorities and set goals
- Demonstrates a high level of professionalism and work ethics
- Interpersonal - Demonstrates sensitivity, understanding and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds
- Demonstrates excellent communication skills (oral and written). Characterized by actively listening and ensuring respectful two-communication interactions
- Demonstrates a high level of accountability, responsibility and dependability
- Demonstrates a positive attitude, self-discipline, and self-awareness
- Demonstrates excellent analytical skills – characterized by identifying, assimilating and comprehending the critical elements of various situations; extract and interpret implications of courses of action
- Demonstrates teamwork through cooperation and collaboration with others

Career Opportunity



MINIMUM REQUIREMENTS/QUALIFICATIONS

- Competent level of computer skills (Microsoft Office Environment and ADP) and the ability to complete the necessary reports, which includes but is not limited to drafting correspondence, tracking program information, etc.
- Excellent oral and written communication skills necessary to prepare concise, logical, grammatically correct documents and presentations.
- Organizing and Planning – Ability to structure tasks, establish priorities and set goals.
- Exceptional interpersonal skills – Demonstrate, sensitivity, understanding, and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability, and ethnic backgrounds.
- Demonstrates ability to effectively perform the physical requirements of the job, as well as train others.
- Demonstrates ability to effectively handle multiple priorities in a fast-paced, high volume work environment.
- Ability to assimilate, comprehend and examine information. Identifying problems, patterns and relationships to formulate logical and objective conclusions.

EXPERIENCE/EDUCATION

- High School Diploma or GED from an accredited institution.
- Three years or more of related experience and/or training; or equivalent combination of education and experience
- Competent level of experience in computerized accounting applications, spreadsheets software (i.e. MS Excel) and/or prior ADP experience preferred.
- Strong interpersonal/communication skills (verbal and written) to foster effective working relationships at all levels.

OTHER REQUIREMENTS

- Pass a post-offer drug/alcohol screen test before commencing employment (required to submit for the drug/alcohol screening at a company designated facility) **“REQUIRED”**
- Tuberculosis Screening (TB immunization) before commencing employment (required to submit for the TB test at a company designated facility). **“NOT REQUIRED”**
- California Class C Driver’s License, validation of driving record for commercial policy insurability per the requirements of the state of California. If you do not currently possess a California Class C Driver’s License you will have 90 days from the effective date of acquiring this position to secure a Class C Driver’s License. **“REQUIRED”**
- If a private vehicle is utilized for company purposes validation of a California Class C Driver’s License, validation of driving record for commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage per the requirements of the state of California. **“REQUIRED”**
- California Class B Driver’s License, validation of driving record for commercial policy insurability per the requirements of the state of California. If you do not currently possess a California Class B Driver’s License you will have 90 days from the effective date of acquiring this position to secure a Class B Driver’s License. **“NOT REQUIRED”**



Career Opportunity

- **Standard multi-media first aid certification.** If you do not currently possess a standard multi-media first aid certification, you will have 90 days from the effective date of acquiring this position to secure a multi-media certification. **“NOT REQUIRED”**
- **Pass a post-offer Live Scan (fingerprint/background clearance-Department of Justice) before commencing employment (required to report to a company designated facility).** **“NOT REQUIRED”**

WORK SCHEDULE

Monday through Friday, start time 7:00 a.m. to 8:30 a.m. (a minimum of 40 hours per week)
Also, due to the demands of service, hours and days of work may vary including some weekends, and earlier or later hours of work.

SALARY AND BENEFITS

- Hourly \$17.37-\$20.32 (reflects entire salary range). A starting salary higher than \$36,129 per year is based on a level of experience and education that significantly exceeds the minimum requirements.
- Medical, Dental, Vision and Retirement Benefits
- Vacation, Sick and Personal Holiday Benefits

INTERNAL CANDIDATE PROCEDURE

Internal applicants must review the Transfers/Promotions guidelines and should complete a LA Conservation Corps Transfer/Promotion Career Opportunity Application within three (3) working days of the “Posting Date.” This information can be requested from the Human Resources Department. The internal application should be submitted to Human Resources by the Internal Closing Date or within three (3) working days of the “Posting Date”.

Promotions—Internal candidates will receive a 7% promotional increase or be brought to the minimum of the range, whichever is more. Lateral transfers will result in no increase of salary at the time of the lateral transfer. A lateral transfer will not impact an employee’s merit review date.

APPLICATION PROCEDURE

Complete an application or send a resume to: LA Conservation Corps/ Attn: Human Resources, Post Office Box 15868, Los Angeles, CA 90015 or Fax: 213.362.7958 or e-mail: jobs@lacorps.org

If a resume is sent, you will be requested to complete an application at a later date if you are chosen for an interview. Based upon a review of your application and supportive information, applicants will be considered for the interview portion. The interview will cover education and experience requirements.

Career Opportunity



LA CONSERVATION CORPS
EQUAL OPPORTUNITY EMPLOYER M/F/V/D
WWW.LACORPS.ORG