

Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

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nycwatershed.org



Payroll, Fringe Benefits and Data Administrator Exempt Employee

The Payroll, Fringe Benefits and Data Administrator will perform the duties of managing and processing the payroll and fringe benefits of the organization. The Payroll, Fringe Benefits and Data Administrator will be part of the WAC Finance Department and accounting team. This position shall work closely with all Department Directors, Program Managers and employees as needed.

Education and Experience Requirements:

- Extensive experience with the management and processing of payroll and fringe benefits.
- Experience with data entry/database administration.
- Familiarity with fund accounting preferred.
- A robust knowledge and use of Microsoft Office Products
 - Microsoft Access - table design, entry and sorting.
 - Microsoft Excel - creating tables, sorting fields and mail-merge.
 - Microsoft Word - letter templates, mail-merge, mailing labels.
- Detail-oriented with strong organizational skills.
- Good communication and organizational skills required.
- Ability to work independently and in a team to produce high quality work on a timely basis.
- Must have a valid and current driver's license.

Duties and Responsibilities:

- Oversee payroll processes for compliance with federal and state regulations, and, accrued wages.
- Compilation of bi-weekly time sheets, preparation of Paychex transmittal reports, processing of associated cash disbursements, fund transfers, and import payroll into MIP.
- Preparation and maintenance of Fixed Asset and depreciation in MIP.
- Processing of Monthly Fringe Benefit and Finance Director credit card Request for Payments.
- Maintain all medical, insurance, and fringe benefit files.
- Compiling and entry of data into database, general maintenance of database structure, reporting and analysis, and management of related filing systems.
- Review for funding approval on Agricultural, Easements, and Forestry Requests for Payments.
- Participates in the improvement techniques and procedures used in data processing. Create and design report layouts and build queries.
- Duties may also include assisting with other financial responsibilities, phone system, and various related duties as assigned.
- Work in consultation with all programs and consultants as necessary to assist in the maintenance of a consolidate database system.
- Assist with WAC fiscal yearend audit and contract and grant close-outs.
- Comply with WAC Finance procedures (SOP), review and update as needed.
- Prepare Interfund Wire Transfer requests.
- Perform computer and server back-ups.

- Other personnel responsibilities including but not limited to, new hire orientation, maintenance of personnel files, COBRA processing, maintenance of employee leave accrual reports, quarterly 941 and yearend W2 reconciliation.
- Enter Ag and Easement encumbrances in MIP and reconcile MIP to report provide by Easement support staff.

Reporting Relationships:

- Works under the direct supervision of the Finance Director.