



**Byrd Barr Place
Accounts Payable and Payroll Specialist
Job Description**

Department: Finance

Position Title: Accounts Payable and Payroll Specialist

Reports To: Senior Accountant

Staff Supervision: None

Salary/Wage: \$26-\$29 per hour

Schedule: Monday – Friday 9:00 a.m. – 5:00 p.m. with 1 hour paid lunch break

Location: 722 18th Ave Seattle, WA 98122

About Byrd Barr Place: We envision abundant communities where all prosper. Our mission is to create a more equitable Seattle through innovative programs and advocacy that empower people to live healthier and more prosperous lives.

Byrd Barr Place provides services to a range of clients with a focus on individuals, families, and communities impacted by low-income status, poverty and/or home instability. As an organization, we are creating a community hub dedicated to preserving Black Washingtonian history, serving the community as it exists today with essential services, and partnering with others to advocate for systemic change.

General Description: We are seeking an Accounts Payable and Payroll Specialist to join our Finance team. This person will perform complex clerical accounting duties relating to accounts payable, payroll and benefits, and general accounting administration.

Essential Duties and Responsibilities:

Byrd Barr Place believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of the company.

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Accounts Payable

- Review all payable invoices to ensure correct General Ledger coding.
- Create, manage and communicate payables and payroll schedules to appropriate staff at the organization and fiscal entity organizations.
- Process 1099s accurately and in a timely manner
- Monitor the generic accounting inbox and respond to inquiries and requests in a timely manner.
- Manage credit card holders' timely submission of receipts weekly.
- Compile and sort documents such as invoices and checks, substantiating business transactions and maintaining accurate records.
- Monitor and submit USE tax

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Payroll and Benefits:

- Work with payroll vendor to process payroll in a timely manner and work with supervisors to ensure accurate coding on timesheets for the organization and fiscally sponsored entities.
- Process payables relating to payroll withholdings and benefits within deadlines.
- Maintain and secure all payroll records to ensure accuracy and compliance with applicable policies.
- Ensure all taxes, withholding and other payroll remittances and required federal, state and local reports are submitted on time.
- Analyze certain payroll General Ledger accounts and reconcile differences.
- Ensure timely addition/deletion and/or changes to employee benefits.
- Provide payroll information and reports as needed.
- Works closely with the Administrative Manager to ensure timely enrollment in benefits of new employees.
- Assist supervisors in answering questions related to payroll system.

General and Administrative & bookkeeping

- Run monthly reports in order to verify and reconcile credits and deductions, ensuring accuracy and completeness of financial records.
- Review allocation of charges on bills payable and ensure expenses are properly coded and approved.

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BYRD BARR PLACE

- Prepare and process payments for minor expenses, maintain accurate weekly cash balance figures, and prepare weekly transaction reports for review.
- Review and approve expenses, ensuring compliance with company policies and proper documentation.
- Support Senior Accountant in developing and maintaining an organized and up-to-date digital filing system.
- Works closely with the accounting team in audit support.
- Assists with special projects and reports, providing accurate and timely financial data as needed.
- Enters journal entries related to accruals, payrolls, deferrals.

Position Requirements:

- Associate degree in Accounting or related field
- 2-5 years of accounting experience, preferably in a nonprofit setting
- Advanced knowledge of accounting principles and practices – including accounts payable, accounts receivables, and general ledger management
- Strong analytical, problem solving, and interpersonal skills
- Reliable and precise attention to detail (very important)
- Must be able to pass a background check
- Ability to work independently and as part of a team with minimal supervision
- Ability to communicate clearly with management and staff
- Proficiency in Microsoft Excel and Word and MS Office
- Experience with any accounting software, including but not limited to QuickBooks, MIP or similar applications.
- Ability to work effectively in a team environment and collaborate with cross-functional teams
- Excellent communication skills with the ability to clearly articulate financial information to management and staff.

Preferred Qualifications:

- Experience with Abilla MIP
- Experience with Salesforce or another similar database

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Proficiency in Microsoft Excel and Word

- Experience with any accounting software, including but not limited to QuickBooks, MIP or similar applications.

- Ability to work effectively in a team environment and collaborate with cross-functional teams

- Excellent communication skills with the ability to clearly articulate financial information to management and staff.



Benefits: Byrd Barr Place provides a comprehensive benefits package including, full employee coverage for Medical, dental and vision insurance; employer contributed FSA, employer-matched 401(K) plan, short and long-term disability, group life and accident insurance. One floating holiday per year, annual leave accrual, annual sick leave accrual and 14.5 paid holidays. Starting schedule is a 35hr work week (paid for 40-hours) which the organization will be re-evaluating in the Fall of 2023.

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