



**Specialist, Payroll**  
**Jewish Community Center of Greater Washington**  
Rockville, Maryland

The Jewish Community Center of Greater Washington is seeking an experienced Specialist, Payroll to support all of its day-to-day payroll functions.

**The Position**

The Specialist, Payroll reports to the Accounting supervisor and will support the JCCGW's payroll functions, including maintaining payroll database for JCCGW staff, communicating with the payroll vendor, and managing workflow to ensure all payroll transactions are processed accurately.

**Key Priorities and Responsibilities**

Working with the Accounting Supervisor, CFO and other members of the accounting team, the Specialist, Payroll will focus on the following priorities:

- Maintain payroll database and manage communication with payroll vendor.
- Notify managers of change notices from payroll vendor and communicate effectively with managers to resolve discrepancies.
- Schedule and implement timesheet reminder notifications to supervisors.
- Ensure accurate processing and recording of direct deposits, payroll deductions, garnishments and other information in payroll system. Review payroll entries in accounting software after each payroll processing cycle.
- Create and run payroll reports. Prepare payroll deduction reports for program fees to Registrar & Office assistant. Reconcile benefits withheld to vendor invoices.
- Transmit 403(b) withholdings to vendors and prepare entry to record transactions into the accounting software after each payroll processing cycle.
- Prepare various journal entries such as FSA, internal setups and other entries as assigned.
- Reconcile bank accounts.

In addition, the Specialist, Payroll will assist with audit preparation, annual budget and other accounting and administrative related functions as assigned. As a member of the JCCGW staff, the Specialist, Payroll is also expected to attend JCCGW community-wide weekend events including, but not limited to Good Deeds Day, Israel Fest and other events as needed.

**Experience and Attributes**

Highly qualified candidates will bring the following experience and attributes:

- Accounting degree or minimum of 4 years of accounting and payroll experience; prior nonprofit experience is a plus.
- Experience processing high volume of payroll (200-500 employees) with complexity (exempt, non-exempt, full-time, part-time, seasonal, etc.) is a plus.
- Excellent attention to detail; ability to process transactions accurately and timely.
- Excellent organizational, problem solving and decision-making skills; ability to prioritize workload and meet deadlines.
- Ability to provide excellent internal and external customer service.
- Ability to balance independent work with being a member of the accounting team.
- General understanding of and ability to abide by relevant GAAP regulations and the Fair Labor Standards Act as it applies to payroll; willingness to learn the JCCGW's accounting policies, regulations, and systems.
- Experience with computerized financial systems and automated payroll systems; prior experience with Abila MIP, BenePAY is a plus.
- Proficient in Microsoft Office including Excel experience.

Salary is commensurate with experience. The JCCGW offers a benefits package that includes free membership to the fitness center, discounts for most class registration fees, health and other insurance, paid time off, and observance of major national holidays as well as Jewish holidays.

#### **Application Process**

To apply, e-mail resume, cover letter and salary requirements to: [JCCGW-Payroll@raffa.com](mailto:JCCGW-Payroll@raffa.com) (e-mail applications are required and can be found on our jobs website).

**Resume reviews begin immediately.**

**The JCCGW is an Equal Opportunity and Affirmative Action Employer.**