



Discover Your Center

Payroll Specialist
Jewish Community Center
of Greater Washington
Rockville, Maryland

The Jewish Community Center of Greater Washington is seeking an experienced Payroll Specialist to support all of its day-to-day payroll functions. The new Payroll Specialist will serve as a member of the accounting team. The JCCGW is a non-sectarian 501(c)(3) non-profit organization with an annual budget of approximately \$11 million and a staff of 300+. The Payroll Specialist 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.

Working with the CFO, Accounting Supervisor and other members of the accounting team, the Payroll Specialist will maintain the payroll database and manage communication with the 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 and 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 and reconcile health and dental benefits withheld; transmit 403(b) withholdings to vendors and prepare entry to record transactions into the accounting software after each payroll processing cycle.

Highly qualified candidates will possess an 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.); excellent attention to detail; ability to process transactions accurately; excellent organizational, problem solving and decision-making skills; ability to prioritize workload and meet deadlines; the ability to provide excellent internal and external customer service; among others.

Salary is commensurate with experience. To apply, e-mail resume, cover letter and salary requirements to: JCCGW-Payroll@raffa.com (e-mail applications are required). All other communications please contact Karen Schuler (kschuler@raffa.com) or Rowney Anipa (ranipa@raffa.com) at Raffa PC, which is conducting the search on behalf of the JCCGW. **Resume reviews begin immediately.**

The JCCGW is an Equal Opportunity and Affirmative Action Employer.