



Our Mission is to provide access to quality child care and early education in Sonoma County through advocacy, direct service, and empowerment.

4Cs Now Hiring: Payroll & Accounting Specialist

*Are you inspired by the mission of 4Cs?
Do you want to make a powerful difference in the community?*

The Community Child Care Council is looking for an outstanding individual to join the Finance Department. The Payroll & Accounting Specialist will perform duties related to payroll, benefits administration, accounting, and the daily operations of the agency. The Specialist is responsible for processing timely and accurate bi-weekly payrolls, providing a high level of service for all employees, answering payroll related questions, and acting as the main liaison between the Finance Department and 4Cs Preschool Centers. Eligible candidates must be highly organized and detail oriented with strong interpersonal and customer service skills. Additionally, candidates must understand the importance of maintaining employee confidentiality and good judgement.

Primary Duties and Responsibilities

Payroll and Employee Benefits:

- Review center and office employee timesheets for adherence to wage and hour laws, vacation & sick use policies and available balances, and procedures for 4Cs Preschool Centers substitute staff hours.
- Process agency payroll on a bi-weekly basis using Innovative Business Services (IBS) web-based payroll platform.
- Prepare bi-weekly payroll account transfers and payroll related accounts payable payment requests (withholding notices, 403b contributions, etc.) by required due dates.
- Maintain sick and vacation leave records. Distribute leave reports to Department Directors and Site Supervisors every pay period.
- File Time Records and Contract Activity Sheets.
- Work with Human Resources Director to interpret and implement payroll-related laws and benefits.
- Process stop payments, void/reissues and transfer of funds between accounts on-line as necessary and as related to payroll.
- Update bank account balances and create necessary journal entries and the above transactions.
- Prepare and reconcile monthly Workers' Compensation Payroll Report for timely payment and submission.
- Update payroll distribution percentages as requested by Supervisor.
- Update, maintain and reconcile Flexible Spending Accounts and Health Reconciliation spreadsheet on a monthly basis.
- Review quarterly payroll tax returns and multi-worksite labor statistics report and ensure submission by required due dates.
- Set up direct deposit and payday schedules for employees annually.
- Prepare final checks for exiting employees.
- Assist Human Resources Director on annual open enrollment for 4Cs benefit plans
- Review health, dental, vision, long term disability invoices for accuracy and submit accounts payable payment requests by required due dates.
- Add and remove employees from health insurance plans as required.
- Monitor payments from employees on COBRA. Notify Human Resources Director of problems.
- Process and submit employment verification forms and EDD benefit audits.
- Reconcile and prepare necessary journal entries for all payroll related liability accounts including the Health Reconciliation and Workers' Compensation Payable.



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Additional Finance Department Tasks:

- Prepare for and assist in agency audits and monitoring reviews.
- Cross-train and provide back-up to AP and AR Accounting Specialist positions.
- Maintain and update policy and procedure handbook for job position. Work with Finance Director on Finance Department's handbook.
- Set-up, maintain and archive all records and files related to job position.

Skills and Qualifications

- Minimum two years payroll and accounting experience; minimum one year employee benefits administration experience.
- Experience with accounting software (e.g. Abila or other fund accounting software).
- Experience with detailed and complex payroll processing, preferably with Innovative Business Solutions.
- Experience with fund accounting or cost accounting desired.
- Excellent verbal and written communication skills in English and Spanish required.
- Ability to work with persons from various social, cultural, economic and educational backgrounds.
- Demonstrated proficiency with computer technology, Microsoft Office Programs, internet, data analysis and operating office equipment.
- Strong organizational skills and attention to detail.
- Demonstrates good judgement and maintains a high level of confidentiality.
- Ability to work in fast-paced environment and deliver excellent customer services to all staff.
- Ability to work occasional overtime, as needed.

To apply, please submit a cover letter and resume to 4Cs Human Resources Department, via email: Employment@sonoma4cs.org

Pay range: \$28.75-\$31.25 per hour