



Payroll & Accounting Specialist

Filoli is a 654-acre historic site of the National Trust for Historic Preservation, located on the San Francisco Bay Peninsula near Woodside, CA, and one of the finest remaining country estates of the early 20th century. As a team member here, you will be able to connect rich history with a vibrant future through beauty, nature and shared stories. You have the opportunity to preserve, build upon and share the wonder of this place.

In our daily interaction with guests, we envision a time when all people honor nature, value unique experiences and appreciate beauty in everyday life. You will also actively play a part in creating a vibrant future through our 2019-2023 Strategic Plan. Embedding the core principles of Diversity & Inclusivity, Sustainability and Organizational Excellence into each pillar of the plan, we are focusing on five main pillars of our organization: People & Culture, Fundraising & Financial Strength, Infrastructure Investments, Visibility & Branding and Engagement & Education. We welcome and appreciate your contributions to Filoli.

SUMMARY

The Payroll and Accounting Specialist plays an important role in meeting day-to-day needs of a busy, growing non-profit organization as well as in achieving a long-term financial sustainability of the organization. Primary responsibilities include payroll and benefit processing and reporting, HRIS database management, employee credit card expense coordination, and preparation of month end journal entries and reconciliations. The position will support and partner with various programs and departments to accomplish Filoli's mission: "to connect our rich history with a vibrant future through beauty, nature, and shared stories." The Payroll and Accounting Specialist works in a beautiful historical house and garden setting.

A strong candidate for this accounting position should possess a basic understanding of payroll, bookkeeping and business operations, is collaborative, trustworthy, and is eager to learn in a fast-paced environment.

This is a full-time, flexibly scheduled position, working in an office located in a beautiful historic house. Depending on candidate experience, the hourly rate range is \$31.00 to \$36.00. This position is eligible for employee benefits: medical, dental, vision, life, LTD, Flex Plan, 401(k), vacation, sick leave and holiday pay. A typical work schedule is 8 hours per day

Monday through Friday. Flexibility, seasonal overtime and off-hours commitment may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

Payroll

- Manage bi-weekly payroll processing and reporting: setting up new hires, calculating and processing all special payroll transactions such as commissions, bonuses, manual checks, and garnishments, and reconciling transactions;
- Maintain integrity of Paychex Flex HRIS database and time & attendance system;
- Ensure accuracies of quarterly and annual federal and state payroll tax and payroll filing;
- Partner with the HR department, the leadership team, and Paychex by timely responding to all inquiries, resolving issues, providing Paychex reports and training, and maintaining good relationships for smooth and accurate payroll operations;
- Maintain updated knowledge of payroll systems and payroll related regulations to proactively support updates of the system and processes;
- Maintain paperless files for payroll documentations and reports;
- Upload and reconcile benefit data such as 401k and Flexible spending accounts;
- Assist HR department in various administrative and clerical tasks;

Accounting

- Prepare journal entries and reconciliations for all payroll and benefit related accounts;
- Complete analysis and reconciliations for various general ledger accounts;
- Coordinate employee credit card and petty cash expense reporting and data reconciliation process;
- Serve as a backup for Accounts Payable disbursement cycle;
- Support departmental and organizational projects as assigned;
- Support internal and external audits as assigned;
- Perform administrative tasks such as desktop deposits, mail and email distributions, and other office duties;
- Update job knowledge by participating in learning opportunities and staff meetings;
- Perform other accounting duties as assigned

General

- Provide the highest quality services to all customers in every interaction;
- Protect organization's value by keeping information confidential and securing financial information;
- Uphold all Filoli's policies, procedures, guidelines, and standards;
- Maintain flexibility and perform other duties as assigned to respond to the needs of the organization;

- Attendance and punctuality are essential to work and all work-related functions.

SUPERVISORY RESPONSIBILITIES

None

MINIMUM QUALIFICATIONS

An individual must be able to perform each essential duty listed above and any additional responsibilities as directed as well as satisfy the educational, core competencies and skill requirements listed below:

EDUCATION

Bachelor's degree in Accounting or other business field or equivalent experience for 2 years or more in related field.

Core Competencies:

- **PAYROLL EXPERIENCE** - 2 years of payroll processing, maintaining updated HRIS database, and collaborating with the HR department. 1 year of experience with Paychex Flex is strongly preferred.
- **ACCOUNTING EXPERIENCE** – 2+ years of general bookkeeping experience and 2+ years of general ledger software and Excel experience. Current knowledge of Financial Edge a plus but not required. Experience in processing financial data in a fast-paced, high-volume environment. Experience working in a not-for-profit with multiple revenue streams and programs is a plus. *A basic knowledge of accounting and business operations is essential.*
- **PEOPLE, PROJECT, AND PROGRAM SKILLS** – Effective teamwork skills and cross-functional collaborative capacity. Ability to either take direction or work independently as the situation requires.
- **LEADERSHIP** – Flexible, energetic, and outcomes-oriented self-starter who brings a creative approach to solving problems. Capacity to interact effectively and build partnerships with Filoli's many constituencies including staff, Board members, community partners and supporters, donors, members, visitors, and volunteers. Strong administrative skills. Ability to multitask, see many sides to complex issues, and perform at high standards with a collegial team.
- **CULTURAL COMPETENCIES** – Model a responsibility to self-awareness and awareness of others to recognize that individuals bring unique backgrounds, beliefs, values, and world-views. View racial and cultural differences as assets to the organization.
- **DIVERSITY, EQUITY, AND INCLUSION** – Committed to Filoli's dedication to integrate accountability across all efforts to support and sustain a racially equitable organization. Demonstrate a passion of advancing organizational DEAI objectives and influencing others to approach all work with an equity lens. Promote processes and communication that encourage organizational cultural competence and inclusion.

- **COMMUNICATION SKILLS** – Exceptional oral and written communication skills including the demonstrated ability to research, analyze and report information.
- **DECISIVE NATURE** – Well-honed ability to independently anticipate and analyze situations, define problems and objectives, recognize viable alternatives and formulate rapid solutions with understanding of the inherent risks and the implications of decisions.
- **COMPUTER SKILLS** – Proficient with Windows, Microsoft Office products, and Google applications; high proficiency in MS Excel and comfortable with working with large data files and general ledger software. Current knowledge of Financial Edge a plus but not required. Current knowledge of Paychex Flex is strongly preferred.
- **AVAILABILITY** – Maintain a flexible work schedule that includes seasonal peaks to meet the demands of executive management. Remote work is optional but no more than 25% on a regular basis.

SKILLS AND ABILITIES:

- Ability to demonstrate and maintain a high level of confidentiality, honesty, and integrity;
- Ability to successfully work independently and in small teams in an organization with high volume transactions;
- A creative problem solver with strong analytical skills who proactively identifies issues and tasks;
- A motivated team player who can maintain high level of efficiency, accuracy, and responsibility and demonstrate multitasking, strong time management, organizational skills in a fast-paced environment;
- Excellent customer service orientation;
- Strong desire to take on new challenges and ability to embrace changes and continuous learning;

CERTIFICATES, LICENSES, REGISTRATIONS

A valid driver's license and automobile insurance for personally owned car used in the course of business is required.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job including:

- Lift/carry items up to 20 pounds;
- Stand, walk across uneven terrain, climb stairs, reach, lift, carry and bend as well as sit for long periods at a computer.

HOW TO APPLY

1. Candidates with the above prerequisites are invited to submit their resumes along with a cover letter outlining their related experience and background to:
<https://filoli.applicantstack.com/x/openings>
2. Possession of minimum requirements does not guarantee an interview.
3. Please, no phone calls.
4. Thank you for your interest in Filoli!

Please visit our website for more information: www.filoli.org

Filoli is an equal opportunity employer who values diversity in the workplace.