



Payroll Specialist

FamilyAid is Greater Boston's leading provider of solutions to family homelessness. Its mission is to empower parents and caregivers facing homelessness to secure and sustain housing and build strong foundations for their children's futures. The hundred-plus year-old agency has launched bold new strategies to reduce two-generation homelessness by dramatically increasing its prevention, housing and supportive services for children and parents, putting the organization on a fast-growth trajectory.

To support these strategies, the agency seeks a dynamic, driven Payroll Specialist to support the agency's deepening services to more than 1,000 children. The Specialist will be responsible for working on accounts payable, accounts receivable, billings, ADP payroll as needed and special projects. Playing a key role by creating, updating, reviewing, and maintaining accurate accounting records.

Under the supervision of the Accounting Manager, the Payroll Specialist will be responsible for: entering new hires and changes into the ADP system, setting up deductions and accruals, maintaining the Time & Attendance and the Benefits Modules, updating benefits in ADP during open enrollment, reviewing time sheets for accuracy and process bi-weekly payroll. The Payroll Specialist will also work closely with the management team to ensure compliance with applicable regulations.

The successful candidate will have an Associates / Bachelor's degree in Finance or Accounting and 2 - 3 years' related experience. Must have experience with ADP and QuickBooks systems. Understanding accounting theory, payroll, and payroll taxes is required.

Proficiency in Microsoft Excel, Word, and Outlook preferred. Ability to handle multiple tasks and requests is essential.

FamilyAid's supportive, collaborative, and diverse workplace is an ideal work environment for experienced, result-oriented professionals who are driven to help children and families thrive. The agency supports professional growth, and offers competitive salaries, health, and dental plans, an employer-contributed 403b retirement plan, and a generous paid time off package.

Supervision: Accounting Manager

Location: This position is a hybrid position, requiring some time in the office, currently remote due to Covid-19 restrictions. FA's headquarters are at 3815 Washington Street, Boston, MA 02130

Work Schedule: Full-time, 40 hours hybrid work environment, will need to be on site as needed.

To apply: Please send your cover letter and resume to hr@familyaidboston.org

Applications will be reviewed on a rolling basis.

FamilyAid's vaccine policy requires all new employees be fully vaccinated against Covid-19, including a booster dose, at time of hire.

FamilyAid is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.