



PAYROLL ADMINISTRATOR

WHO WE ARE

[Local Government Commission \(LGC\)](#) (LGC) is a 501(c)3 nonprofit organization fostering innovation in environmental sustainability, economic prosperity, and social equity. We work to build livable communities by fostering local leadership and regional collaboration, advancing policies at local and state levels, and implementing solutions as a technical assistance provider and advisor to local jurisdictions. We believe that change is best advanced at the local level and we support those who are dedicated to improving their communities.

Our current program areas include Water, Community Design, Climate Change, Energy, and National Service. In our mission to build livable communities and local leadership, we strive to address inequities throughout our work: in our events and network opportunities; as we advance policies through local and state engagement; and as we provide technical assistance to local jurisdictions. Our work supports those dedicated to improving their communities, and we believe that change is best advanced at the local level.

WHAT WE OFFER

The LGC supports staff by providing opportunities for professional development and training in a collaborative work environment. A strong work-life balance is encouraged and supported through flexible work schedules, a focus on staff engagement, and employee appreciation. Staff have the opportunity to engage and participate in both internal and external organizational initiatives and play an important role in a variety of projects that are positively impacting communities across California.

This position is full-time, non-exempt, and located in Sacramento, CA. Although the position will be fully remote, you may be required to visit the office on occasion. The annual full-time starting salary range for this position is **\$26 - \$30/hour** depending on qualifications.

LGC's benefits package includes:

- 100% employer-paid medical, dental, and long-term disability coverage for employee
- PTO (sick, vacation, etc.)
- Twelve paid holidays per year
- 401K retirement plan with employer match up to 4% of salary (eligible for participation after one year of employment)
- Employer paid Life Insurance
- Monthly cell phone and internet stipend
- Access to the LGC's Employee Assistance Program

WHO WE'RE LOOKING FOR

We are looking for an experienced Payroll Administrator. This full-time permanently remote position will interface directly with employees and will be a vital part of the finance team. The ideal candidate will have strong technical skills, including proficiency with automated payroll processing services, 3+ years of payroll management experience, and excellent communication/interpersonal skills.

WHAT YOU CAN BRING

We are searching for candidates with the following key attributes and qualifications:

Qualifications & Attributes

- A degree in accounting, business, or related field preferred
- Minimum of three years in a payroll position
- Experience working with accounting and payroll software (ADP experience preferred)
- Basic understanding of labor laws and regulations
- Working knowledge of basic accounting principles and payroll practices
- Proficiency in Microsoft Excel
- Detail oriented and high numerical aptitude
- Have the ability to document processes and procedures
- Able to take direction and work independently while meeting deadlines
- Good written and verbal communication skills and strong organizational skills

RESPONSIBILITIES

Essential Responsibilities Include:

- Process bi-weekly payroll for 40+employees (and 100+ fellows)
- Record and document employee payroll data (new hires, changes)
- Manage workflow to ensure all payroll transactions are processed timely and accurately
- Provide excellent customer service to employees in the areas of compensation, payroll deductions, processes, etc.
- Create bi-weekly, monthly, and year end reports (utilization, exception, and ad hoc)
- Reconcile and maintain employee benefit accruals (PTO), and ensure that company policies are being adhered to
- Process 401K, HSA, HRA, FSA funding
- Verify employee benefit insurance withholdings for accuracy and completeness
- Review quarterly (941) and annual reports (W-2, W-2c, 1095)
- Use federal and state regulations and guidelines to certify company compliance
- Other assigned duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without written notice.

APPLICATION PROCESS & DEADLINE

Interested applicants should email their résumé and cover letter describing their qualifications and interest in the position. Three references will be required if applicant is chosen to engage in the interview process.

Candidates are requested to use the following headings and labels when submitting their applications. References should be included directly in the email body.

- Email subject line: Payroll Administrator Application [Full Name]
- Cover Letter attachment: First Initial.Last Name_Cover
- Resume attachment: First Initial.Last Name_Resume

Local Government Commission is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class. Our agency embraces a diverse & culturally rich workforce, and we welcome all candidates to apply.

This position will remain open until filled and interviews will be conducted on a rolling basis.