

**Girl Scouts of Greater Los Angeles  
Job Description**

**Position Title: Payroll/GL Accountant**

**Department: Finance**

**Location: Los Angeles Headquarters Office**

**Reports To: Accounting Manager**

**Exempt: X**

**Non Exempt:**

**POSITION SUMMARY:** Manage all payroll related functions for GSGLA.

**MAJOR ACCOUNTABILITIES:**

- Administer and manage all aspects of biweekly payroll including:
  - Timesheet collection, review, data entry and submission of payroll
  - Coordinate implementation and reconciliation of payroll deductions
  - 403(b) & Pension plan payments
  - 403(b) loan payments
  - Creating payroll general ledger entries
  - Vacation accrual
  - Monthly payroll accrual
- Reconciliation of all payroll-related Balance Sheet accounts
- Preparation of all reports pertaining to payroll (eg. Government censuses, etc.)
- Manage all payroll related audit tasks for the annual 403b and Worker's Compensation audits
- Health insurance allocations
- Reconciliation of payroll portion of 403b plan
- Other duties as assigned

**SKILLS, EXPERIENCE AND QUALIFICATIONS:**

- Detail oriented with high level of accuracy.
- Proficient at Microsoft Excel skills.
- Abila MIP experience preferred.
- Payroll experience for 150+ employees (Paycom Payroll Service preferred).

**EDUCATION OR EXPERIENCE:** Equivalent 7 years payroll and general ledger experience

**ESSENTIAL DUTIES OF THE POSITION:** Data entry and frequent sitting.