

POSITION: **Administrative Assistant (Full Time)**

AVAILABLE: Immediately

POSITION SUMMARY:

Performs payroll functions for the agency in a high volume and fast paced environment.

JOB RESPONSIBILITIES:

1. Prepare AWC Support Service Professional's (SSP) timesheets and mileage sheets, including gathering, reviewing and calculating for payroll.
2. Checking that drivers have valid credentials and cross check mileage sheet to timesheets to confirm time worked prior to processing for payment.
3. Process new hires, enter payroll and employee data changes into system.
4. Reply and complete all payroll related inquires. Act as main point of contact for employees for requests and questions.
5. Respond to employment verification requests.
6. Assist Human Resources in maintenance of personnel files.
7. Manages Representative Payee services. Processes participant's monthly bills/spending and Social Security deposits. Completes required reports and paperwork.
8. Backup for Payroll Manager.

POSITION REQUIREMENTS:

1. High school diploma and at least one to three years related payroll experience and/or training.
2. Must have a high level of attention to detail, ability to comprehend system process and critical thinking skills
3. Very strong math, data entry, organizational, interpersonal, communication and writing skills.
4. Ability to work independently, to set priorities and follow through on details.
5. Required background checks and clearances.

For more information please contact:

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8/2020
E.O.E. and A.D.A. compliant organization

08/2020