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Career Opportunity

Youth Payroll Coordinator

Philadelphia Youth Network is seeking for a resourceful, detail-oriented, and energetic Youth Payroll Coordinator. If you are dedicated and ambitious, Philadelphia Youth Network is an excellent place to grow your career. Don't hesitate to apply.

The **Youth Payroll Coordinator** will be responsible for the processing of payroll through the organization's electronic payroll system bi-weekly, (or off cycle payrolls as needed) and ensure the review, reconciliation and posting of payroll entries.

Primary responsibilities include:

- Review and process youth payroll including all deductions, if needed
- Review new hires and employee changes in the payroll system to ensure accuracy in payroll processing
- Review, reconcile and file timesheets
- Process, review and distribute biweekly, monthly, quarterly and annual payroll reports (e.g. 403B, PTO, Labor distribution, SSA, PWD, child support, IRS, etc.)
- Process manual payroll checks as needed
- Prepare year-end reports and tax related forms including W-2's, 1099's
- Provide copies of tax documents to other departments as requested
- Complete government agency requested documents (e.g. employment verification, social security, etc.)
- Back up support for staff payroll, as needed, including entering/updating employee tax deductions, allocations etc. in payroll system and ensuring all payments for deductions for insurance, 403(b), FSA, garnishments are processed
- Back up support for provider invoice review
- Under Controller's directive prepare and run reports as needed

Required Education, Experience and Skills:

The successful candidate will have:

- Associate degree in Accounting along with 1-2 years related experience or in lieu of degree equivalent experience in all phases of bookkeeping and payroll
- Strong computer skills (payroll system, accounting system, MS Office, Excel)
- Excellent attention to detail and the ability to handle competing priorities
- Strong communication skills
- Successful completion of background checks (PA State Criminal, PA Department of Public Welfare Child Abuse, U.S. Department of Justice National Sex Offender Registry, and F.B.I. fingerprinting.)

Interested candidates should email a cover letter and resume with salary requirements to jobopps@pyninc.org and please indicate Youth Payroll Coordinator in the subject line.

The Philadelphia Youth Network is an impactful non-profit changing the lives of young people between the ages of 12-24 by creating education and employment opportunities. The Philadelphia Youth Network creates collective impact by leveraging partnerships, resources and talent to alleviate poverty and promote equity for youth. PYN values talent and seeks to provide an equitable and fair working environment, maintaining policies that promote flexibility, encourages creativity and honors diversity and authenticity. PYN is a dynamic, fast paced organization, pursuing transformational outcomes for young people. Learn more at pyninc.org.