PAYROLL AND ACCOUNTS PAYABLE MANAGER
Location: Hybrid, preferable in Boston area

Health Leads is seeking a motivated individual to help maintain our strong financial performance by leading our Payroll and Payables processes. The Payroll and Accounts Payable Manager will have full responsibility of our payroll process for roughly 50 employees using ADP WorkforceNow on a biweekly basis, as well as the occasional special payment payrolls. This includes employee setup and onboarding, benefit deduction processing, and electronic timecard processing. They will also work in collaboration with the Business Operations team to ensure the processing and development of benefits. In addition to the payroll efforts, the Payroll and Accounts Payable Manager will also oversee all aspects of our Accounts Payable, including input and verification of vendor invoices and expense reports, setting up new vendor accounts, preparing data feeds to process from Concur to Sage, invoices and expense reports through the Concur application, verifying documentation and assigning approval workflows. This full time position is a hybrid between working out of our co-working space in downtown Boston and remotely, and reports to the Director of Finance.

Who we are and what we believe:

The Payroll and Accounts Payable Manager will join Health Leads with US healthcare at a true turning point, at which the systemic oppression that leads to poor health outcomes, extraordinary costs, and rampant inequity can no longer be accepted. Recognizing this, health systems, community-based organizations, philanthropy, insurers, policymakers, and other key stakeholders are working together to build resilient communities that meet their residents’ essential human needs. Health Leads’ leadership, expertise, tools, and solutions to address essential needs in healthcare settings support these efforts to build healthy communities across the country. The Payroll and Accounts Payable Manager will play a role in ensuring that every person has the agency to achieve health with dignity. Learn more at www.healthleadsusa.org.

Health Leads is dedicated to pursuing and hiring a diverse workforce. We recognize that diversity, equity, and inclusion are inseparable from our core values and key to inspirational leadership, effective teamwork, mutual learning, and an environment in which we celebrate each other’s differences. To learn more about our commitment to diversity, equity, and inclusion read on: https://healthleadsusa.org/about-us/vision/

What you’ll do:

- Receive and accurately input bi-weekly time sheets.
- Compile and input change and pay data to outside payroll vendor (ADP).
Ensure that correct payments are made, taxes are withheld, overtime is correctly charged and paid, and that payroll is processed and executed according to all state, federal and local laws, rules and regulations.

Audit information for completeness and take appropriate action where needed.

Accurately compute retroactive pay, partial pay and overpayments based on input data.

Process incoming accounts payable payment requests for designated responsibilities in an accurate, efficient and timely manner meeting daily system entry goals.

Address invoicing problems and follow through to resolution. Problem resolution could require clear/concise communications with various internal and external partners.

Participate in departmental and staff meetings.

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 notice.

Who Should Apply:

Those from underrepresented groups often only apply to jobs if they meet all of the qualifications. However, nobody ever meets 100% of the qualifications - if many of them describe you, we encourage you to apply! Health Leads is committed to helping our staff gain the skills and experience that they desire and need to grow as professionals – we offer an annual stipend to each of our team members to spend on their professional development and cultivate excellent people managers so they can effectively help our staff grow as well. This might be the right next role for you if you have/are:

- An Associates degree or comparable knowledge in payroll-related field
- 3 or more years payroll experience
- Experience working with ADP WorkforceNow preferred
- Concur experience a plus
- Knowledge of MS Excel and Word
- A customer service orientation with creative, resourceful, can-do attitude
- Attention to detail, strong organizational skills and ability to multitask
- Strong interpersonal and communication skills (verbal and written)
- A strong commitment to building cultural humility by continually learning and by actively promoting diversity, equity, and inclusion in all aspects of our work
- A passion for the mission of Health Leads and commitment to Health Leads’ core values: shared leadership, justice through equity and inclusion, empathy and genuine relationships, and constant and courageous learning
When/Where:

Start date: March 2022

Location: Hybrid between downtown Boston co-working space and remote

Classification: This job is classified as exempt under the Fair Labor Standards Act.

Interested?

Application Deadline: January 28, 2022

Application Instructions: Apply via our website at https://bit.ly/3mv7o4H