

JOB DESCRIPTION

Position Title: Collections / Payroll Audit Assistant
Department: Audit Department
FLSA: Non-Exempt
Reports to: Payroll Audit Supervisor & Collections Representative
Effective: 8/15/2019

Description

Assist in the timely completion of department responsibilities. Perform collection and payroll audit functions as required by the Client/Administrative Services Contract following the guidelines as set forth by department and Client Trust Fund policies and procedures.

Skills / Knowledge Requirements

- Associate Degree (or higher) in Accounting or Finance (or equivalent combination of education, professional training, or work experience which demonstrates the ability to perform the duties of the position)
- 1 – 2 years related work experience which includes working in an office environment
- Basic accounting principles, bookkeeping and payroll experience
- Basic collection knowledge
- Intermediate computer literacy in Microsoft Word, Excel
- Proficient on the computer keyboard and 10 key calculator by touch
- Strong verbal and written communication skills
- Excellent customer service and interpersonal skills
- Detail oriented with strong organizational, analytical and multi-tasking skills
- Team player with the ability to work and communicate well with others
- Must have a valid Hawaii driver's license and a vehicle to drive to client offices

Duties

- Maintain delinquency ledgers by posting transactions and providing updates of account balances
- Send timely notices and follow-ups to delinquent employers
- Assist Collection Representative in taking appropriate actions to collect delinquent amounts and/or refer delinquent employers to the Collection Attorney
- Assist in the preparation and review of delinquency reports
- Manage and maintain department logs by updating, organizing, and archiving documents and information as needed
- Prepare quarterly and annual department reports
- Review and interpret contracts and procedures related to collections and payroll audits
- Assist department in performing audits of client's payroll records
- Assist with preparing and completing written audit reports
- Assist with preparing and administering appropriate correspondence with the client
- Assist with the completion of special audits and projects for delinquent clients on demand
- Communicate with clients via mail, email, phone or fax as needed
- Assist the Employer Control department as needed
- Ensure company equipment and data are safeguarded against theft and damage, especially while traveling to and from and at the client's place of business
- Other duties as assigned by immediate supervisor

Other Duties

- Vehicle use as needed for delivery of client lunches and/or supplies for meetings; may need to assist other departments as needed
- Assist with conference room table and chair arrangement for office and client meetings

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Physical Demands

- Drive to client or various locations for attendance of duties requirements
- Carrying, loading and transporting the lunch and beverage deliveries and/or supplies to the office or client meeting location
- Moving tables and lifting chairs for conference room arrangement
- Lifting and carrying file boxes (up to 25 lbs) within the office and during an audit as needed

Working Conditions

- Indoors, air-conditioned office.
- Conditions will vary at client locations.

Work Shift

- Monday to Friday, 8:00AM – 4:00PM, 1-hour unpaid lunch 12:00 PM – 1:00 PM, subject to change based on department coverage with supervisor approval
- The duties assigned may involve situations that require occasional over time

Accepted By: _____
Employee's Signature Date

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.