

**North Shore Arc, Inc.**  
**JOB DESCRIPTION**

Title: Payroll Coordinator

Division: Administration & Finance

Supervised By: Lead Payroll Coordinator  
and Assistant Director Fiscal Intermediary

Supervises: N/A

Description/Responsibility: Accountable for the accuracy and completeness of all Employers – Required Tasks. Especially as it relates to the payroll related responsibilities as outlined in the Fiscal Intermediary Services contract with the EOHHS. And with of the direction of Lead Payroll coordinator and the Assistant Director responsible for the duties listed below.

Duties:

- a) Monitor the information generated in the Payroll unit for accuracy, completeness and compliance with all policies and procedures.
- b) Set-up each consumer in all payroll systems to ensure on-time processing of all time sheets received.
- c) Register or assist with registering of all consumers with all relevant agencies to ensure to compliance with all Federal and State Taxes requirements.
- d) Maintain an updated PCA database to ensure all deductions for taxes and any other payroll deductions are processed on-time.
- e) Review of all time sheets and approve and process only those time sheets which meet the payment criterion as outlined in the Masshealth Contract.
- f) Review each approved timesheet for accuracy of the consumer's calculation.
- g) Forward all inaccurate or incomplete timesheets to Customer Service immediately. Consumers must be notified of the error within 1 business day.
- h) Process payment of time sheets for only those consumers who meet the Masshealth eligibility in REVS and who has a valid Prior Authorization.
- i) Process all time sheets to ensure payment no later than the 5<sup>th</sup> business day after the close of the pay period.
- j) Complete the quality control checks to ensure all payment processes were completed before saving the daily payroll billfile.
- k) Prepare payroll data and transmit to payroll subcontractor

- l) Assist with the research and resolve all queries received from the Department of Revenue, Division of Unemployment and the Internal Revenue Service within 5 days of receipt.
- m) Assist with maintaining the monitor system (databases or spreadsheets) which records all queries and resolutions of these queries from the Department of Revenue, Division of Unemployment and the Internal Revenue Service
- n) Assist with the preparation of all year end reconciliations and audit work papers for the payroll unit.
- o) Maintain all consumer databases with current decisions and information to ensure accurate processing of payroll
- p) Assist with maintaining files and spreadsheets as defined by the EOHHS contract and according to record retention policy
- q) Keeps current with all changes computer technology used in the department and in particular the Payroll unit.
- r) Attend staff meetings with Accounting department and PCA Providers, and all mandatory trainings.
- s) Assist with any other duties as assigned by the Assistant Director of FI or the Director of FI

1. Safety:

- 1. Maintain a safe working environment as determined by NSARC policies.
- 2. Follow Universal Precautions at all times.
- 3. Wear protective equipment (i.e. gloves, back belts, masks, eye wear, etc.) as necessary.

Work closely with: All contracted PCM agencies staff, all payer agencies' staff, consumers and NSArc staff.

Requirements: An associate's degree with one year practical knowledge of payroll and payroll taxes, human services and/or state government a plus. A high school diploma with three years experience in payroll or similar office work using mathematical calculation and spreadsheets. Technical skills: Overall working knowledge of Microsoft Offices, with strong Excel spreadsheets skill is required. Others requirements: Ability to: work as part of a team, use initiative, solve problems, communicate well both orally and in writing and strict confidentiality are required

Prepared By Vade Mohammed, Dir. FI	Overtime Status: Non-exempt
Last Review Date: October 9, 2007	