



**Updated:** January 18, 2024  
**Title:** Payroll and General Ledger Coordinator  
**Staff Group:** Finance  
**Reports To:** Controller  
**Location:** Remote  
**Grade:** 10  
**Hours/Week:** 35, Full-time with Benefits

### **Purpose**

Ensuring the UUA and Beacon Press employees are paid accurately and on time. Manages payroll functions, including calculating hourly payroll, process deductions, maintain accurate and updated payroll records, etc. Manages and analyzes the payroll, bank reconciliations, and general ledger activity for the Association's day-to-day financial activities.

### **Principal Responsibilities**

1. Process the semi-monthly payroll. Work closely with Human Resources and other UUA Departments with employee onboarding, payroll/benefit changes, update information and records.
2. Ensure accurate and timely payroll tax filings and payments, timely processing of payroll deductions, taxes, benefits, and deductions. Record and process federal and state payroll tax deposits.
3. Assist with general accounting duties: booking semi-monthly payroll journal entries, benefits entries, 401(k) employer match and employee contributions, subsidiary payroll cross-charges, reconciling monthly and quarterly general ledger accounts. Assist with annual audits by providing documentation to auditors (payroll and 401k).
4. Reconcile payrolls to the general ledger, employee loan account, and monthly operating bank account statements. Reconcile and update the Prepaid Insurance. Prepares quarterly budget/forecast.
5. Prepare various types of reports including the Quarterly program analysis report, Billing and chargeback reports, Monthly financial reports. Retirement plan contribution reports, etc.
6. Complete monthly tasks such as: File UUA Bookstore's MASS DOR sales tax returns and remit payments. Monitor the check disbursement supply for accounts payable department. Replenish supply as necessary. Record the PayPal income allocation journal entry. Issue, or reissue, physical or replacement checks or direct deposits due to lost or misplaced checks, or final employee discharge. Review and approve Concur AMEX card charges by UUA cardholders.
7. Ensure compliance with federal, state, and local payroll, wage, and hour laws and best practices. Actively involved with completing annual W2's for employees.
8. Perform additional duties as requested by supervisor, Executive Vice President or the President

### **Qualifications**

This is an exempt Grade 10 position (expected hiring range \$52,000 to \$62,000 depending on experience). Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. Requirements include:

- Bachelor's degree, preferably in Business or Accounting
- Minimum three or more years of experience in a payroll setting.
- Familiar with payroll service organizations and systems including ADP Work force Now, Paycom, PayChex or similar.
- Must possess high proficiency in Microsoft Office applications (Access, Excel, Outlook, PowerPoint, and Word). Skills required include producing spreadsheets, pivot tables, data conversion to csv, and file upload functions.
- Understanding of issues around anti-racism, anti-oppression, and multiculturalism
- Work or lived experience with BIPOC communities is of particular value
- Eagerness to work in an organization in which the dismantling of white supremacy is a high priority

\* Location is open in the continental United States. Must have easy access to Boston due to the potential travel requirements of this position.

## **How to Apply**

People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. The UUA is committed to developing a diverse and talented staff team. If you are excited about this role, but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé—indicating “Payroll and General Ledger Accountant” in the subject line—via email to [careers@uua.org](mailto:careers@uua.org), via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. Email submissions preferred.

## **About the UUA**

The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston’s waterfront Fort Point Innovation District. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. Our normal workweek is 35 hours, we pay 80% contribution towards health insurance premiums, 10% towards retirement (after one year), and have generous paid time-off policies. We are a great place to work and we value diversity. The UUA is an Equal Opportunity Employer and is committed to the full inclusion of all. As part of this commitment, the UUA will ensure that applicants and staff with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Office of Human Resources at (617) 948-4648 or [humanresources@uua.org](mailto:humanresources@uua.org). For more information on the UUA, visit us online at [UUA.org](http://UUA.org) and [uuworld.org](http://uuworld.org).

## **Support for the Mission and Values of the Association**

The Unitarian Universalist Association is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at the UUA, all UUA staff members are expected to perform their job duties in accordance with the UUA’s values, principles and mission. In particular the following points, drawn from the Seven UU Principles, are of particular importance for the UUA’s work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.
- Justice, equity and compassion in human relations, and the goal of world community with peace, liberty and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ equity, racial justice, climate justice, gender equity, and reproductive justice.
- The interdependent web of existence: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, ableism, environmental exploitation, and other interrelated systems of marginalization.