

Part-Time Payroll/Fiscal Assistant

Position Type: Part-Time

Hours: Approximately 12–18 hours per week

Reports To: Fiscal Officer

Pay Range: Competitive pay based on experience \$20-\$25/hr.

Position Summary

The Part-Time Payroll & Fiscal Assistant provides administrative, payroll, and fiscal support to ensure accurate and timely processing of payroll and the effective operation of the organization's financial and administrative functions. This position works closely with the Fiscal Officer to collect, review, and enter timesheet information, process payroll, assist with onboarding new employees, perform routine fiscal duties, conduct research projects, and provide general administrative support.

Essential Duties and Responsibilities

- Assist in the bi-weekly payroll process following established procedures and applicable requirements.
- Support the onboarding process for new employees, including collecting required information and completing necessary administrative and payroll setup tasks.
- Assist in reconciling the daily cash drawer
- Utilize the financial accounting system for functions related to payroll and accounting in accordance with established procedures.
- Provide backup support to the Fiscal Officer during periods of leave or absence, including assisting with essential fiscal and administrative functions to maintain continuity of operations.
- Maintain organized electronic and/or paper records related to payroll and fiscal operations.
- Maintain confidentiality of employee, payroll, and other sensitive financial information.
- Assist with other duties and special projects as assigned by the Fiscal Officer

Qualifications

- Bachelor's degree in accounting, finance, business administration, human resources, or a related field preferred.
- Previous experience with payroll, bookkeeping, accounting, human resources, or administrative functions preferred.
- Strong attention to detail and commitment to accuracy.
- Ability to handle confidential information with discretion and professionalism.
- Strong organizational and time-management skills.
- Proficiency with Microsoft Office, financial software, or similar computer applications.
- Ability to work independently, prioritize tasks, and meet established deadlines.
- Strong written and verbal communication skills.
- Ability to work collaboratively with employees, supervisors, and the Fiscal Officer.
- Ability to learn and perform essential fiscal and administrative functions necessary to provide effective backup support to the Fiscal Officer.
- Ability to exercise sound judgment when handling financial transactions and confidential information.

Work Schedule

This is a part-time position requiring approximately **12–18 hours per week**. The specific work schedule will be determined based on organizational needs and employee availability.

Physical/Work Environment

Work is primarily performed in an office environment and involves routine computer use, communication with employees, handling financial records and transactions, and administrative tasks