

Helen Keller Intl JOB ANNOUNCEMENT

Payroll & Reconciliation Analyst

*New York, NY – hybrid (1-2 days a week in office) strongly preferred;
other locations in the US will be considered.*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

Helen Keller is seeking a Payroll & Reconciliation Analyst to conduct payroll functions and provide careful analysis of all payroll activities, as well as to supervise cash management and the accurate recording of all incoming cash transactions. This position will also be responsible for careful General Ledger analysis and, like all members of the department, will cross-train on and back-up the duties of colleagues, while monitoring compliance with internal policies and procedures in order to support and advance the mission of Helen Keller.

Functional Relationships

Reporting to the Deputy Controller, the Payroll & Reconciliation Analyst will develop and maintain fruitful, collaborative relationships with staff at all levels and locations within the organization and will serve as a liaison to colleagues in People & Culture and Fundraising Systems. The position supervises one employee.

Specific Responsibilities

Payroll & Benefits

- Conduct finance validations for payroll, ensuring that all changes are authorized, and calculations are accurate, and coordinate with People & Culture, as needed, for corrections before payroll is committed.
- Collaborate with People & Culture to resolve any payroll-related issues & discrepancies.
- Prepare cash requirements for bi-weekly payroll.
- Validate the accuracy of timesheets; perform compliance testing; and record timesheet revisions.
- Ensure accurate payroll transactions are captured in the accounting system; perform all month-end labor processes and validate results.
- Monitor the fringe pool and activity of the fringe vendors.
- Maintain general ledger schedules for all payroll and payroll-related accounts including employee deduction and clearing accounts.
- Prepare compensation schedules for management & external reporting.
- Analyze salary and fringe activity for the organization
- Validate W-2 information.
- Prepare quarterly 941 reconciliations.
- Perform and/or oversee the data entry of payroll & benefits for Third Country Nationals.
- Maintain up to date payroll processing workflow documentation, and cross-train colleagues to back up functions.

Cash Management & Reconciliations

- Process all payments for the organization after authorization of Supervisor.

- Review for accuracy and completeness: incoming cash transactions, donor database's reconciliation, and bank reconciliations.
- Oversee transfer of data between Donor database and Financial System.
- Oversee filing of all cash receipts documentation.
- Monitor schedules for cash clearing accounts and interest income.
- Maintain up to date workflow documentation for incoming payments and the internal point of contact register, and cross-train colleagues to back up functions.
- Monitor and process organization deposits in accordance with the schedule.

Financial Systems, Administrative & Other

- Perform month-end close processes in financial system.
- Contribute to a culture of knowledge sharing by routinely and openly disseminating current practices/activities/challenges with supervisor, direct report(s) and relevant colleagues.
- Troubleshoot matters arising and escalate to supervisor with proposed solutions.
- Directly supervise staff in accordance with our policies and applicable laws. Interview, hire, and train, as needed; plan, assign, and direct work; engage in regular performance conversations; and address complaints and resolve problems, as needed.
- Prepare audit documentation for payroll and cash management for organization-wide and donor audits.
- Delegate and review the consolidation and maintenance of payroll and cash management related journal entry files in audit ready status.
- Follow filing procedures of the Finance unit.
- Cross-train on and back up the duties of colleagues.

Competencies

- Demonstrated knowledge of and experience in:
 - All aspects of payroll processing; and cash management
 - Strong Accounting and General Ledger management skills.
- Strong preference for non-profit experience and tracking receipt of donations; knowledge of donor funding requirements preferred.
- Strong attention to detail with strong quantitative and analytical skills. Excellent attention to detail and accuracy.
- Demonstrated knowledge of the application of information technology to this type of work including advanced Excel skills (e.g. pivots; vlookups; and sumifs); ERP software experience; and ability to navigate new user interfaces. Some exposure to payroll software, Experience with MS SharePoint preferred.
- Ability and maturity to work with personal confidential information responsibly and objectively.
- Experience working in tandem with human resource departments for payroll and employee benefits while maintaining consistency and documentation to ensure audit readiness.
- Experience managing staff and mentoring colleagues strongly preferred.
- Strong interpersonal, and written and oral English language communications skills including ability to:
 - write business correspondence, internal memos, routine reports, and document procedures;
 - communicate complex information in a clear and consistent manner; and
 - build collaborative relationships with employees from diverse backgrounds at all levels.
- Proven ability to prioritize competing demands and deadlines and follow through to completion.
- Collaborative, flexible, and solution-oriented. Ability to maintain balance when under stress.

- Adaptable to a changing work environment scaling for growth; Ability to make recommendations for process improvement in a growing organization.
- Ability, willingness, and high motivation to work collaboratively with an international team working in different time zones. Willingness to align core work hours to Eastern Time.
- Demonstrable respect for all persons, regardless of religion, ethnicity, class or gender with a high comfort level working in a diverse environment with a commitment to high professional, ethical standards.
- Personal commitment to Helen Keller Intl's mission and goals and the values embodied by our namesake and co-founder: courage, integrity, rigor, and compassion.

Qualifications

- Bachelor's or Master's Degree in accounting, finance, or related field with at least 6-8 years of related prior work experience; or equivalent combination of education and experience
- US work authorized.

NOTE: We require all staff to be fully vaccinated against COVID-19, whether or not they have had COVID.

Compensation and Benefits

The midpoint of the salary range for this position is \$102,000 with a minimum of \$81,600 and a maximum of \$122,400. Actual salary will vary based upon, but not limited to, relevant skills and experience, salary of internal peers, and business specialty.

Helen Keller offers a comprehensive benefits package that includes first-day eligibility for medical, dental, vision, short and long-term disability, and life insurance coverage, along with an Employee Assistance Program, a retirement savings plan with an employer match, paid vacation leave, sick & wellness leave, parental/adoption leave, and opportunities for learning and development.

To Apply

Qualified candidates should submit a cover letter and resume to Hki.Recruitment@hki.org noting the job title in the subject line. Applications will be accepted until the position is filled.

In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.

Helen Keller is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, veteran status or any other protected characteristic.

We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request accommodation during the application or interview process, please contact us at the email above or call +1 646-356-1789.