



ESSENTIAL DUTIES/RESPONSIBILITIES:	Percent of Time
<p>Grant Accounting</p> <ul style="list-style-type: none"> • Enters grant expense information in enterprise system • Advises on grant expenditures and activity • Pre-audits all grant accounting activity before submission • Supports grant reporting and audit preparation 	25%
<p>Financial Reporting</p> <ul style="list-style-type: none"> • Assists CFO in preparing budget and financial statements • Provides subject matter expertise to cooperative staff • Supports preparation of financial reports for the board of directors • Assists CFO in financial analysis • Responsible for quarterly and monthly duties including month-end closing, HR-related review, required filings, and general ledger reconciliation 	20%
<p>Payroll Administration</p> <ul style="list-style-type: none"> • Serves as payroll subject matter expert; makes recommendations regarding payroll-related policies • Provides payroll training to managers and staff as needed • Responsible for timely, accurate, and compliant processing of weekly payroll and all taxes and other requirements • Audits and processes payroll documents, new hire data, changes, and additional earnings • Processes Time & Attendance data, reconciles variances, approves and releases time • Develops in-depth understanding of payroll software and iVue; creates reports on demand • Maintains vendor contact for payroll-related services 	20%
<p>Benefits Administration</p> <ul style="list-style-type: none"> • Serves as Employee Benefits back up • Assists in administering medical, dental, vision, disability, 401(k), defined benefit pension, and related programs • Conducts in-depth benefit presentations during onboarding; determines eligibility and processes enrollments • Assists employees with claims issues, plan changes, enrollments, and life status changes • Coordinates with benefit vendors for claims, appeals, COBRA, retirement administration, and data integrity • Conducts annual benefits review, analyzes plan options, performs cost analysis, and makes recommendations to CEO and CFO 	20%



<ul style="list-style-type: none"> • Develops census data for insurance quotes • Develops cost control procedures • Ensures data integrity of benefit enrollments and iVue updates • Administers leave-of-absence requests including medical, personal, disability, PFL; interprets ADA implications • Coordinates termination benefits and COBRA compliance • Completes annual reporting including ACA, W-2, 401(k), Pension, Workers' Compensation, and Unemployment filings 	
<p><u>Business and Operations Support</u></p> <ul style="list-style-type: none"> • Accounts Payable • Credit card reconciliation • Assists in administration of director compensation and internal reimbursement programs • Maintains vacation and sick time records • Prepares and maintains employee files ensuring compliance and confidentiality • Oversees work order process 	5%
<p><u>IT Support</u></p> <ul style="list-style-type: none"> • Provides emergency support for tablet devices or other technology 	5%
<p><u>Other Duties as assigned</u></p> <ul style="list-style-type: none"> • Other duties may be assigned by the CEO based on company needs 	5%
<p>SPECIAL REQUIREMENTS:</p> <p>The majority of the work schedule will be performed at the Delhi, NY headquarters. May require occasional work outside of normal business hours, especially when working to meet financial deadlines. Occasional travel for conferences, meetings, and training may be required. Must possess valid driver's license. Ability to read and interpret necessary documents such as policies, handbooks, summary plan descriptions, compliance requirement documents, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of members or employees of organization.</p>	

<p>WORKING CONDITIONS AND MENTAL or PHYSICAL REQUIREMENTS:</p> <p>The regular work environment is an office setting, with occasional field visits possible.</p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, talk, and hear. The employee is regularly required to stand, walk, or sit. The employee will routinely lift and/or move a minimum of 50 pounds.</p>
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