



Accounting & Payroll Administrator

MELC is an established multi-site organization providing early childhood education and school age programs that includes 19 different locations that span across Philadelphia and Montgomery counties with over 230 staff. We are currently seeking an Accounting & Payroll Administrator to manage the payroll process. Duties will include (but are not limited to) processing of bi-weekly payroll, management of paid time off reports, accounts payable data entry and maintenance of vendor accounts.

** This is a full-time, benefits-eligible position. Compensation is commensurate with experience.*

Formal Education, Work Experience & Certification:

- ◆ Bachelor's degree in Accounting, Business or related field, *preferred*
- ◆ At least two year of extensive experience in administrating payroll, *required*
- ◆ Accounts payable experience is helpful

Skills and Knowledge:

- ◆ Knowledge of ADP (Workforce Now) system, *required*
- ◆ Ability to facilitate staff members' understanding of payroll procedures and issues
- ◆ Proficient in Microsoft Office Suite Applications
- ◆ Proven organizational skills with a high attention to detail
- ◆ Ability to maintain a high level of confidentiality
- ◆ Exceptional time management; proactive with a strong sense of urgency
- ◆ Proven ability to take initiative and build strong, productive relationships
- ◆ Exceptional verbal and written communication skills; strong interpersonal skills

Qualified candidates may submit resumes to: melc-hr@melc.org.

MELC is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, sexual orientation, political affiliations, marital or veteran status. No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.