



Los Angeles Area  
Chamber of Commerce

***Job Description***  
**Accounting, Payroll & Benefits Coordinator**

Founded in 1888, the Los Angeles Area Chamber of Commerce represents the interests of business in L.A. County. As the region's largest business organization with more than 1,650 member companies, the Chamber's mission is to champion economic prosperity and quality of life in the L.A. region by being the voice of business, promoting collaboration and helping members grow. Our work revolves around policy advocacy, leadership development, technology, international trade, education and workforce development and business development programs. For more information, visit [www.lachamber.com](http://www.lachamber.com).

**Position**

The Accounting, Payroll & Benefits Coordinator is a support staff position in the Finance Department and reports to both the Director of Human Resources and the Accounting Manager. It is a full-time (40 hours per week), non-exempt hourly position with full benefits including accrual of 10 paid sick days annually, approximately 15 paid holidays, and vacation starting at an accrual rate of 10 paid days per year; 100 percent employer paid Medical/Dental/Vision Insurance for employee only; 3 percent employer contribution to 401(k); Flexible Spending Accounts (FSA); Long Term Disability; Life Insurance; and Metro commuter/transportation benefits; 529 College Savings Plans; Employee Assistance and Wellness programs.

**Job Description**

**Accounting** (reporting to the Accounting Manager):

- Must be comfortable with dual-entry ledger posting in QuickBooks.
- Prepare monthly bank reconciliations for all entities in QuickBooks, including credit cards processed with Merchant Services.
- Manage accrual for Accounts Receivable related to government income contracts.
- Process and allocate the bi-weekly 401k contributions
- Cost allocate and post monthly insurance and credit card bills upon receipt
- Prepare and post bi-weekly payroll journal entries.

**Payroll & Benefits** (reporting to the Director of Human Resources):

- Payroll Processing:
  - Administration of time-keeping system, employee payroll data and ADP employee home page.
  - Process bi-weekly payroll thru ADP Workforce Now.
  - Pull from ADP: monthly, quarterly and year-end reports as needed (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.) for management.
  - Assist HR Director with preparation of annual Total Compensation Reports and W2 processing .
- Benefits Administration:
  - Administer various employee benefits programs, with help from our Brokers, such as group health, flexible spending accounts, dental and vision, accident and disability, life insurance, 401(k), and wellness benefits.
  - Conduct benefits orientations and explain self-enrollment system.
  - Responds to benefit inquiries from employees relating to enrollments, status changes, plan changes, contributions and other general inquiries.
  - Maintain employee benefits filing systems and ensure benefits changes are entered appropriately in payroll system for payroll deduction.

- Reconcile benefits statements: verify the calculation of the monthly premiums for all group insurance policies and maintain statistical data relative to premiums, claims and costs. Resolve administrative problems with our Brokers.
- Administer COBRA.
- Process and administer all leave-of-absence requests and disability paperwork.
- Assist with annual Workers Comp renewals and audits.

### **General**

- Demonstrate a commitment to the Chamber mission in all work produced.
- Performs other duties as assigned by HR Director and Accounting Manager.

### **Requirements**

- Minimum Associates degree in accounting.
- Minimum two (2) years experience in accounting – preferably with AR, bank deposits, reconciliations, contract billing/invoicing.
- Experience and confidence in QuickBooks: general ledger entries, posting AR, posting payments, making deposits, and reconciliation modules.
- Minimum one (1) year experience with payroll processing, preferably with ADP Workforce Now.
- Experience with employee benefits a plus.
- High degree of organizational skills and attention to detail.
- Ability to produce a large quantity of work at high quality.
- High level of confidentiality and ethical practice.
- Proficiency with Microsoft Office Suite.
- Ability to provide excellent customer service and be a team player.
- Willingness and eagerness to learn and grow – an ambition in the field of accounting and finance and/or Human Resources.

### **Supervisory Responsibility:**

This position has no supervisory responsibilities.

### **Working Conditions/Physical Demands:**

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. The Los Angeles Area Chamber of Commerce provides reasonable accommodation to enable individuals with disabilities to perform the essential functions. This position requires:

- Work that may be performed in an intense, fast-paced office environment, depending upon assignment.
- Requires reliable transportation to attend off-site meetings and events.
- Requires ability to understand verbal communication and to respond effectively.
- Positions in this class typically require: reaching, typing, grasping, feeling, talking, hearing, seeing, standing for long periods of time and repetitive motions in computer use.
- Requires learning and adapting new software.

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The Los Angeles Area Chamber of Commerce is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All Qualified applicants will receive consideration for employment without regards to race, color, religion, gender, or national origin.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

If interested in applying, please email your resume and cover letter to [resume@lachamber.com](mailto:resume@lachamber.com). Please include in the subject line of the email: "Accounting, Payroll & Benefits Coordinator."