



**Position:** National Payroll Specialist  
**Organization:** After-School All-Stars  
**Location:** Los Angeles, CA, Remote  
**Report to:** Sr. Payroll and Systems Manager

**ORGANIZATIONAL BACKGROUND:** Founded in 1992, After-School All-Stars provides free, daily afterschool programs to over 90,000 youth in over 725 schools and sites in 19 chapters across the U.S. Our vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

**A UNIQUE OPPORTUNITY:** ASAS seeks a Payroll Specialist for a dynamic HR team. The Payroll Specialist will support various areas of payroll, compensation, and more utilizing our Paylocity system. The Payroll Specialist will be a motivator, employee champion and change agent, while providing expertise in human resources. ASAS is a fast growing National organization and the HR team works with National and Chapters across the country. ASAS employs 118 FT employees and 300 to 600 PT employees throughout the year.

## RESPONSIBILITIES

- Enters, maintains, and/or processes information in the payroll system; information may include employee's hourly rates, salaries, commissions, bonuses or other compensation, time worked, paid leave and holidays, deductions and withholding, address changes, and other information.
- Ensures proper processing of payroll deductions for taxes, benefits, charitable contributions, and other deductions.
- Reconciles payroll to the general ledger and monthly bank statements.
- Work closely with HR and Benefits Coordinator on ACA prep and W2 and reporting.
- Issues, or reissues, physical or replacement checks or direct deposits due to payroll errors or final discharge.
- Records and processes federal and state payroll tax deposits.
- Collects and verifies timekeeping information for non-exempt employees in Paylocity.
- Communicate with chapters before payroll is due to ensure all timecards are complete.
- Become an expert in the Paylocity system and all payroll related functions.
- Attend all Paylocity trainings to ensure they are up to date.
- Work closely with Executive Directors to problem solve any situations in a timely manner.
- Performs other duties as assigned.

**WHO SHOULD APPLY?** The Payroll Specialist will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive.

- 2-3 years in an HR position where payroll was the main duty.
- Bachelor's degree in a related field highly preferred. PHR, SHRM-CP or other related certification
- a plus.
- Highly organized with strong time management skills.
- Exceptional communication skills (written and verbal)



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- Highly proficient in MS Office software (Outlook, Word, Excel and PowerPoint)
- Most importantly, highly motivated and a team player!
- Experience with HR platform a plus, ASAS uses Paylocity

**LOCATION:** The Payroll Specialist will reside in Los Angeles metropolitan areas. The Payroll Specialist will work remotely, however, this may change with plenty of notice and in city of residence. They should be available to attend meetings and events as needed, approximately twice yearly.

**SALARY AND BENEFITS:** The salary for this position is between \$65,000- \$75,000, commensurate with qualifications and experience of the individual candidate. ASAS promotes a healthy work/life blend and offers a top tier benefits package, including covering 99% medical, dental, vision, a 403b match, 18 days of paid time off, and 25 paid organizational holidays (including one week at Thanksgiving and two weeks at each calendar year- end).

#### **HOW TO APPLY:**

Please submit a resume and cover letter via e-mail to: [asasjobs@afterschoolallstars.org](mailto:asasjobs@afterschoolallstars.org). Your cover letter should be in PDF format and indicate how your experience is in direct alignment with the mission and vision of After-School All-Stars. Please put "National Payroll Specialist" and your last name in the subject heading.