

Clarehouse Job Description

Position: Bookkeeper, Payroll and Benefits Administrator

Part-Time, Hourly: 24 hours/week

Responsible to: Administrative Director

Position Summary

This role requires a highly organized and detail-oriented professional who oversees bookkeeping, payroll and employee benefits administration. The role ensures financial accuracy, regulatory compliance and timely payroll processing while supporting a mission-driven workplace culture. The position reports to the Administrative Director and collaborates with leadership, external CPA partners, payroll service providers and benefits providers.

Primary Responsibilities

Financial Management

- Maintain general ledger and financial records
- Process accounts payable and receivable
- Process pledges payable and receivable
- Reconcile bank and credit card accounts monthly
- Prepare monthly financial reports for leadership
- Assist with budget monitoring and audit preparation
- Maintain internal financial controls and documentation

Payroll Administration

- Coordinate with payroll service provider to process biweekly payroll accurately and on schedule
- Maintain payroll records, deductions and tax filings
- Ensure compliance with federal and state regulations
- Manage year-end reporting including W-2s and 1099s

Benefits Administration

- Administer health insurance, retirement and related benefits
- Coordinate new hire enrollments, changes and terminations
- Manage open enrollment and employee communications
- Ensure compliance with ACA, COBRA and related regulations
- Track paid time off and leave balances

Compliance & HR Financial Support

- Maintain personnel-related financial records with strict confidentiality
- Support workers compensation and unemployment reporting
- Ensure compliance with nonprofit accounting standards and internal policies
- Assist with policy documentation related to payroll and benefits

Qualifications

- Associate or bachelor's degree in accounting, finance or related field or equivalent experience
- Minimum 3–5 years of bookkeeping and payroll experience
- Experience administering employee benefits
- Proficiency in accounting software
- Strong attention to detail and commitment to confidentiality
- Experience in nonprofit or healthcare settings preferred
- Complete required Clarehouse training and periodic updates
- Pass a criminal background check and drug screen
- Current Food Handler's Permit
- Must be Tuberculosis Policy compliant

Work Hours

This position would require 24 hours/week or 1,248/year. The hours could be somewhat flexible, according to the established payroll submission schedule.

Compensation

For 24 hours per week, compensation range is \$25/hour – \$31.25/hour depending on experience, credentials and depth of payroll and benefits expertise.

Clarehouse offers a competitive benefits package including health insurance, retirement contributions and paid time off.

Clarehouse is a community-supported home providing compassionate end-of-life care at no charge to guests and families.

We seek team members who are committed to excellence, accountability and service.