

# Nevada Affordable Housing Assistance Corporation

## JOB DESCRIPTION

**POSITION TITLE:** Administrator / Payroll Manager

**STATUS:** Exempt / Salary

**REPORTING RELATIONSHIP:** Reports to CEO/COO

### POSITION SUMMARY:

- Administrator responsibilities focused on managing a variety of administrative projects and general office activities, including overseeing general clerical and administrative support to the organization.
- Payroll responsibilities focused on overseeing and managing the entire payroll process. This includes analyzing, preparing, and inputting payroll data to produce accurate and timely payroll, while ensuring compliance with all applicable state and federal wage and hour laws.

### RESPONSIBILITIES AND DUTIES:

#### Administrator

- Analyzes and oversees office operations and procedures in areas such as personnel and information management, filing systems, inventory and requisition of supplies and other clerical services. Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records.
- Researches and develops resources that create timely and efficient workflow and maximizes office productivity through proficient use of appropriate software applications.
- May operate in the capacity of Secretary to the Board of Directors. Schedules and attends all Board Meetings. Drafts Board Agendas and compile Board meeting materials. Takes and draft Board meeting minutes.
- Maximizes office productivity through proficient use of appropriate software applications.
- Handles benefit administration, enrollment, and termination for all employees, including medical, dental, vision, Short Term Disability (STD), Long Term Disability (LTD), and insurance programs. Creates, modifies, and updates reports, such as staffing, termination, conversion of temporary worker to perm employees, requisition, and other reports as needed.
- Drafts organizational policies and procedures. Makes recommendations and changes to company policies and procedures as required.
- Assists with the coordination and preparation for compliance reviews.
- Assists in maintaining valid business licenses, insurances, and facilitation of proper completion of required insurance applications; Requests and reviews quotes in a timely manner, secure CEO/COO and Board approval and request to bind approved coverage. Review policies for accuracy and facilitate payment.
- Manages and maintains schedules, appointments, and travel arrangements.
- Assists with preparation for compliance Reviews, US Treasury reports and other required reports and audits.
- Resolve escalated issues, coordinating with other departments as appropriate.
- Performs other business-related duties and assists in other areas of the organization as required.

#### Payroll

- Oversees the payroll process to ensure the timely, complete, and accurate preparation of payroll; otherwise ensures full compliance with federal and state payroll requirements.
- Compiles information to prepare payroll, complete reports, maintain records, and pay employees.
- Pays employees by directing the production and issuance of paychecks or electronic transfers to bank accounts including the preparation of all necessary reports and balancing payroll accounts by resolving any payroll discrepancies.
- Prepares and maintains paid time off records and reports.
- Updates payroll records with changes in exemptions, insurance deductions, job titles, new hires, and terminations as applicable.

- Complies with federal, state, and local legal requirements by keeping apprised of existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Works independently within guidelines.

**The duties and responsibilities described above may provide only a partial description of this position. This is not an exhaustive list of all aspects of the job. Other duties and responsibilities not outlined in this document may be added as necessary or desirable, with or without notice. In the performance of all job duties, the employee is expected to exercise significant discretion and independent judgment with respect to matters of significance within the organization. All job duties performed are expected to be office and non-manual work that directly relates to and improves the management and general business operations of the organization.**

**QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor’s degree from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience in the fields of real estate, mortgage loan processing, document collection and/or document recording.
- Well-developed ability to manage multiple tasks/projects and deadlines simultaneously
- Thorough knowledge of database software and MS Office suite.
- Strong organizational and communication skills, both oral and written; attention to detail.
- Strong analytical and problem-solving skills; ability to identify, analyze and resolve issues in a timely manner.
- Excellent interpersonal skills. Ability to effectively interact with board members; oversight agencies (U.S. Department of the Treasury, Nevada Department of Business and Industry, Nevada Housing Division); elected officials; servicers, business partners and other stakeholders; other nonprofit agencies, NAHAC management and staff at all levels; homeowners; and the general public.
- Ability to exercise discretion and independent judgment and make sound business decisions.
- High degree of personal organization and time management skills. Ability to multi-task under tight time constraints, including ability to prioritize and perform successfully in a fast-paced environment.

**PHYSICAL DEMANDS:**

The physical demands 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 of the position.

- The individual is required to regularly sit at a computer and enter data for extended periods of time.
- The individual is required to listen and talk to individuals and before groups in the performance of the job.
- The individual is regularly called upon to deal with stressful situations and a high work volume.
- The individual is regularly required to stand, walk, and drive for extended periods of time.
- The individual is occasionally required to bend, stretch, and use hands to handle or feel objects, tools, or controls and to reach with hands and arms.
- The individual is occasionally required to lift up to 25 lbs.
- Position requires some travel and scheduling flexibility.

**JOB DESCRIPTION ACKNOWLEDGMENT:**

I have received a copy of the above job description dated \_\_\_\_\_. The job description describes duties and responsibilities, which apply to me. I agree to read the job description and understand it may be amended as company conditions or requirements necessitate. In that case, changes will be communicated to me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Employee Name (printed)

Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Please keep a copy for your records**

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