



University City Science Center Job Posting: Accounts Payable and Payroll Specialist

The Accounts Payable & Payroll Specialist is responsible for all aspects of UCSC multi-entity Accounts Payable processing and providing primary support to the Payroll business function. The Accounts Payable & Payroll Specialist will promote the highest level of administrative efficiency through effective invoice and payroll processing, maintenance of electronic and hard copy databases, accurate and timely check processing, and timely response to internal and external customer inquiries and requests. The Accounts Payable & Payroll Specialist will be forward thinking and contribute in finding solutions to improve existing processes, both manual and electronic.

The Accounts Payable & Payroll Specialist has internal contacts with the entire staff and external contact with vendors, utility companies, and the community. This position has access to sensitive UCSC information and is expected to handle such information with integrity and professionalism. This position has regular contact with members of the community and is expected to represent the UCSC in a professional manner.

The Accounts Payable & Payroll Specialist will report directly to the Corporate Controller and secondarily to the Senior Accountant when pertaining to payroll processing. This position will participate in Accounting Department and organization-wide activities as necessary.

Key responsibilities of this role include:

- Prepare and process semi-monthly payroll and benefit contributions in ADP
- Allocate payroll costs across departments
- Reconcile payroll and benefit activity in the general ledger
- Support Director of HR in maintaining payroll-related information in HRIS system
- Process accounts payable for multi-entity organization
- Execute month-end accounts payable closing tasks
- Maintain MRI accounting system AP module with invoice details on a daily basis in preparation of payment
- Maintain vendor database including acquiring W-9s as needed. Provide W-9s to external requestors
- Perform a thorough review of weekly check run reports and troubleshoot any errors or issues prior to processing payments
- Print checks for selected invoices and upload corresponding positive pay files to bank
- Sort invoices and match each invoice with applicable check in preparation for authorized signature with special consideration to those checks requiring dual signatures

- Attach vouchers to invoices in preparation of payment
- Voucher and track UCSC utility invoices
- Respond to vendor inquiries regarding past due invoices and/or initiate resolution of billing discrepancies
- Knowledge of 1099 regulations and preparation of annual 1099s and Form 1096
- Maintain wire transfer log
- Prepare annual unclaimed property returns as needed
- Perform other accounting related responsibilities as assigned by the Corporate Controller or CFO

The successful candidate will have a minimum of 5 years of accounting experience with a minimum of 2-3 years of working in accounts payable and/or payroll processing. A BA/BS degree from an accredited college or university is required.

The Science Center offers a comprehensive employee benefit package which includes Medical, Dental, Short and Long-Term Disability, Flexible Spending, Life Insurance and 403(b) with a significant company match.

We are an Equal Opportunity Employer

Interested candidates should forward a resume and salary requirements to: Human Resources, University City Science Center 3675 Market Street, Suite 400, Philadelphia, PA 19104 or email resumes@sciencecenter.org.

About the Science Center

Located in the heart of uCity Square, the Science Center is a mission-driven nonprofit organization that catalyzes and connects innovation to entrepreneurship and technology commercialization. For 50+ years, the Science Center has supported startups, research, and economic development in the life sciences, healthcare, physical sciences, and emerging technology sectors. As a result, graduate firms and current residents of the Science Center's incubator support one out of every 100 jobs in the Greater Philadelphia region and drive \$13 billion in economic activity in the region annually. By providing resources and programming for any stage of a business's lifecycle, the Science Center helps scientists, entrepreneurs and innovators take their concepts from idea to IPO – and beyond.

For more information about the Science Center, go to www.sciencecenter.org