**POSITION DESCRIPTION**

# Position Title: Payroll & Schedule Coordinator

# Reports to: EVV Assistant Manager

# Department: Finance/Homecare

**Position Summary:**

Provide EVV (Electronic Visit Verification) attendance and payroll support to the Home Care Services Unit (HCS). Monitor, review, and verify employee time & attendance records using the Ability360 EVV system. Communicate with PCAs, Consumers, Scheduling Coordinators, and Supervisors to resolve EVV attendance and payroll discrepancies. Work under high volume demands while maintaining attention to detail and excellent customer service.

Program Service: Ability360 delivers high quality, person centered, non-medical home care to AHCCCS/ALTCS/DDD eligible members in their community, homes, or places of residence, including: Attendant Care, Companion Care, Personal Care, Homemaking, Respite and Habilitation.

**Required Education and Qualifications:**

* 1-year working experience in payroll is preferred but not required
* High School Diploma or GED
* Bi-Lingual is preferred but not required
* Strong oral and written communication skills
* Strong sense of urgency, but calm under pressure
* Professional, dependable, patient, and kind
* Excellent customer service and problem solving skills
* Strong organization and time management skills
* Computer/Software skills including data entry, calendars, proficient in Excel & Word is preferred

**Responsibilities:**

* Learning and mastering the EVV software system
* Monitor employee schedules hourly to ensure PCA’s have arrived for their shift
* Monitor any changes in schedule and inform all appropriate parties via email and or phone
* Triage time and attendance issues and escalate as applicable to Scheduling Coordinators and or Supervisors
* Review and verify employee time & attendance records are correct
* React immediately to variances in shifts and schedules and track all payroll issues
* Communicate with PCAs, Consumers, Scheduling Coordinators, and Supervisors to resolve any payroll discrepancies related to employee timecard records
* Answer PCAs' questions and concerns regarding payroll and use of EVV software
* Maintaining written documentation in EVV software. (notes, communication, etc.)
* Complete daily time and attendance review, track and follow up within the pre-established timetables for each task.
* Complete final payroll review for current week payroll and coordinate with the Accounting Dept. for processing of payroll
* Processing paper checks for distribution and handling direct deposit requests and data

# Work Environment:

Position requires sitting for long periods of time. Work may be fast-paced and stressful at times. Works close in proximity with co-workers. Long periods of time spent on computer.

# Position Type/Expected Hours of Work:

This is a full-time in office position. Days and hours of work are typically Monday through Friday, 8:00 AM – 5:00 PM, but may vary. Working over holidays may be required, as job duties demand.

# Salary:

A competitive salary commensurate with experience with a complete benefits package including health, dental, vision, 403 (b) retirement plan with employer match.

# Ability360’s Affirmative Action Policy:

Ability360 abides by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60- 741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, protected veteran status, disability, or national origin. Moreover, these regulations require that Ability360 take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

Further, Ability360 will not discriminate against any employee or applicant on the basis of any protected status under federal and Arizona law, including Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination and Employment Act, State Executive Order No. 75-5, the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act.

When applying for a job and being considered for employment, applicants are given a form prescribed by the US Department of Labor Office for Contract Compliance Programs (OFCCP) asking him or her to voluntarily disclose whether he or she has a disability. Applicants may complete this form understanding that the information on it is kept separate from their application materials or any subsequent personnel file. The information is for statistical purposes only as required by Federal law. An applicant who completes the form is not guaranteed a job or any special preference for a job.

# Reasonable Accommodation:

Any employee, whether full or part-time, who requests a workplace modification or an alteration in policies, practices or procedures for purposes of providing an accommodation based on disability and performing the essential functions of the job is accommodated pursuant to Title I of the Americans with Disabilities Act.

# Ability360 is Fragrance Free!

Please do not wear scented products at Ability360 while at work, meetings, and/or event