



Job Posting

TITLE: Payroll/Accounts Payable Specialist	FLSA STATUS: Full Time 40hrs, Exempt
DEPARTMENT: Finance	REPORTS TO: CFO
WORK HOURS: 8:00am-5:00pm	SUPERVISES: n/a
EFFECTIVE DATE: January 1, 2026	Pay Range: \$24.00-\$29.00/hr.

About Us: Our Vision Statement

The Community Foundation for Muskegon County will be a leader in community philanthropy to “Build a vibrant community with great opportunities for all.”

Job Summary: The Payroll/Accounts Payable Specialist is responsible for payroll, human resource documentation, accounts payable, and assisting with the annual audit.

Diversity and inclusion are important values of the Community Foundation, and we are committed to striving for a diverse workforce, made up of staff that represents the community we serve.

Essential Functions:

1. Processing weekly accounts payable and grants payments.
2. Month end accounting-including journal entries, credit card payments, and vouchers.
3. Bi-weekly payroll and associated payroll tax reporting.
4. Prepare, review, and send out quarterly fund statements.
5. Assist with compilation of data for salary surveys, year-end audits and 990 reports.
6. Quarterly - sales tax reporting and FASB report.
7. Human resources – maintain employee files, oversee benefits, and prepare annual salary budget template.
8. Act as back-up for the Accounts Receivable Coordinator - cash posting, investments and bank reconciliations/fees.
9. Prepare various account analyses and schedules as requested.
10. Participate in employee training, including diversity, equity, and inclusion training.

Knowledge, Skills, and Abilities

- **Our ideal candidate will possess:**
 - Accounting background with 2-4 years’ demonstrated experience.
 - Working knowledge of Microsoft Word and Excel.
 - 2-4 years’ experience in payroll processing.
 - Ability to operate effectively in a collaborative environment, taking initiative when necessary.

- Ability to communicate well with others.
 - Commitment to the principles of diversity, equity, and inclusion.
 - Ability to handle confidential information in a professional manner.
 - Punctuality and regular attendance.
- **Preferred:**
 - Prior experience with performing accounts payable and human resources duties.

To apply at, [Community Foundation for Muskegon County](#) by March 31, 2026.

Work Environment and Physical Requirements:

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required, sometimes for extended periods, to stand or sit. This role routinely uses standard office equipment such as computers, phones, multi-function machines, and filing cabinets. The employee is occasionally required to climb stairs; use hands to type, finger, handle, or feel; reach with hands and arms; balance stoop, kneel, or crouch; and get in and out of vehicles. The employee must occasionally lift and/or move small or large objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

EEO Statement:

The Community Foundation for Muskegon County prohibits discrimination and harassment of any type on the basis of race, color, religion, age, sex, national origin, disability status, genetics, military status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

The Community Foundation for Muskegon County is committed to the full inclusion of all qualified individuals. As part of this commitment, the Community Foundation for Muskegon County will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the CFO or their designee.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.