



Employment Opportunity:

# FINANCE & PAYROLL ADMINISTRATOR

## OVERVIEW

The Finance and Payroll Administrator is a valuable member of the Finance Department and essential to the day-to-day financial operations of the agency. This position supports First Step's mission by helping ensure accurate financial management, payroll administration, accounts payable and receivable processing, reconciliations, and financial documentation across multiple agency programs and funding sources.

The Finance and Payroll Administrator works closely with the Director of Finance to support accurate reporting, compliance, and strong financial stewardship for agency leadership, funders, auditors, and the Board of Directors.

First Step provides comprehensive training and supervision to all employees. Opportunities for career growth and professional development may include nonprofit finance, grants management, strategic planning, policy development, public speaking, and cross-departmental collaboration.

First Step works hard to create a workplace that is dynamic. We encourage people with diverse identities and experiences who are excited about equity and social justice to apply.

**LOCATION:** Plymouth Office

**REPORTS TO:** Director of Finance

**POSITION TYPE:** Full-time, 37.5 hours/week

**PAY RANGE:** \$21/hour pay

**SCHEDULE:** Monday - Friday; flexible schedule within typical business hours. Hybrid work possibilities following successful onboarding

**START DATE:** June 2026

**BENEFITS:** Options for agency provided health, dental, and vision insurance after 60 days. Agency provided life and long-term disability insurance after 60 days. Employee Assistance Program. Additional voluntary insurance benefits and Dependent Care FSA available after 60 days. Employer contribution to 401k. Annual PTO, floating holidays, ESTA, accrued paid flex time, and Agency Closure Days off with pay.

## RESPONSIBILITIES

- Process accounts payable and accounts receivable activities including invoices, deposits, expense reimbursements, petty cash, vendor management, and financial documentation
- Support accurate payroll administration including biweekly payroll processing, payroll-related reconciliations, funding allocations, benefit deductions, and payroll compliance
- Manage grant-related financial activities including expense tracking, funding allocations, payroll distributions, restricted funding requirements, and supporting compliance across multiple agency programs and funding sources
- Maintain accurate financial records through reconciliations, coding, documentation tracking, and financial data entry within accounting systems
- Assist with financial reporting, audit preparation, and maintaining compliance with nonprofit accounting standards, contracts, grants, and funding requirements
- Collaborate with the Director of Finance and agency staff to support budgets, grant requirements, payroll allocations, internal controls, and overall financial operations
- Maintain confidentiality and professionalism while managing sensitive financial and employee information
- Support and carry out First Step's mission, vision, and values
- Support agency programs, projects, and operational needs, as assigned

## QUALIFICATIONS

- Associate degree in Accounting, Business, or related field preferred; equivalent professional experience considered
- Experience managing grant-related expenses, funding allocations, cost tracking, or restricted funding requirements required
- Experience in nonprofit finance, bookkeeping, payroll administration, accounts payable/receivable required
- Experience with accounting software required; experience with MIP (Abila MIP) Fund Accounting software preferred
- Strong attention to detail, organization, analytical thinking, time management, and ability to manage multiple ongoing priorities simultaneously
- Proficiency in Microsoft Office programs, particularly Excel
- Self-motivated with ability to work independently while collaborating effectively with supervision and agency teams
- Ability to maintain high level of confidentiality with sensitive financial and employee information at all times
- Excellent written, oral, and interpersonal communication skills; experience working effectively with people from diverse racial, economic, and cultural backgrounds
- Understanding and recognition of issues related to domestic violence and sexual assault preferred

## REQUIREMENTS

Must be at least 18 years old and satisfy criminal background, DHHS child abuse registry, sex offender registry, and driving record checks. Must maintain a valid MI driver's license, reliable transportation, current auto insurance, and acceptable driving record throughout employment. Ability to occasionally lift up to 30 pounds.

**TO APPLY:** [firststep-mi.org/jobapplication](https://firststep-mi.org/jobapplication)

*No phone calls or emails, please.*