



Payroll, Benefits, and Gifts Processing Specialist Job Profile

About BGCSM

The mission of Boys & Girls Clubs of Southern Maine (BGCSM) is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. The out-of-school hours have become critical for youth – a time when many children in our communities need meaningful social recreation and new experiences. We provide a safe place filled with hope and imagination, ongoing relationships with caring adult mentors, and enriching programs. BGCSM is growing, innovating, expanding, and exploring new opportunities to maximize and amplify impact.

Overview of the Role

The Payroll, Benefits, and Gifts Processing Specialist is a part-time role that supports the Finance team of Boys & Girls Clubs of Southern Maine (BGCSM) across three key operational areas: payroll and benefits administration, new employee onboarding, and fundraising gift processing. This position ensures that employees are paid accurately and on time, that new staff are fully onboarded and in compliance from day one, and that donor gifts are processed, acknowledged, and tracked in accordance with IRS requirements and organizational standards. Working across Finance and Advancement functions, this position plays an important role in the day-to-day operations of a multi-site nonprofit organization serving youth across four club locations.

Who you are:

- On your resume:
 - Minimum 3–5 years of experience in payroll processing, benefits administration, or a closely related finance operations role
 - Demonstrated proficiency with a cloud-based payroll platform (iSolved, ADP, Paychex, Paylocity, or equivalent)
 - Experience completing and maintaining Form I-9 and other new hire compliance documentation in accordance with federal requirements
 - Strong attention to detail and organizational skills; ability to manage multiple priorities and meet non-negotiable deadlines
 - Ability to handle sensitive and confidential information with discretion and integrity
 - Proficient with Microsoft Excel and standard office productivity tools
- Preferred experience:
 - Experience in a nonprofit organization, particularly one with grant-funded programs, multi-site operations, and an active fundraising function
 - Familiarity with Boys & Girls Clubs of America (BGCA) systems or National Training requirements
 - Experience with iSolved / Paper Trails payroll platform
 - Experience with 401k plan administration
 - Familiarity with IRS charitable contribution acknowledgment requirements and gift processing best practices
 - Working knowledge of federal and Maine state payroll and employment law, including Maine PFML and Maine Earned Paid Leave
 - Experience with donor database or CRM platforms for gift entry and acknowledgment processing



- Experience evaluating or implementing payment processing platforms (e.g., credit card processing, online giving tools)
- **A collaborator.** You believe in thoughtful collaboration and communication. You thrive on building strong relationships.
- You want to make a difference in the lives of our amazing youth. You come to the Club with a **purpose and drive** that you share with those around you. You become energized being around youth and like-minded people. You set a positive example that our youth and team can look up to.
- **Curious.** You are devoted to ongoing professional development and learning through constructive conversation and meeting of the minds.
- You bring **positive energy** to the organization and understand that there is a balance between work tasks and having a good time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Payroll Processing

- Process bi-weekly payroll for approximately 55 employees across four club locations using iSolved (Paper Trails) payroll system, ensuring accuracy of hours, wages, deductions, and garnishments
- Review and reconcile timekeeping data submitted by site supervisors prior to each payroll run
- Calculate and process supplemental payrolls, off-cycle adjustments, retroactive pay, and termination checks as needed
- Maintain payroll records and ensure proper documentation of all payroll transactions
- Coordinate with the CFO on any payroll discrepancies, variances, or compliance matters requiring follow-up

Benefits Administration

- Administer employee benefit programs including health, dental, vision, life insurance, short-term disability, and retirement plans
- Coordinate new employee benefit enrollments, qualifying life event changes, and annual open enrollment processes
- Serve as primary liaison with benefit carriers and brokers; resolve billing discrepancies and coverage issues
- Process benefit deductions accurately within the payroll system and reconcile monthly carrier invoices
- Maintain ACA compliance tracking and coordinate filing of Forms 1094-C and 1095-C
- Administer leave programs including FMLA, Maine Paid Family and Medical Leave (PFML), and BGCSM internal leave policies; track usage and coordinate with the CFO
- Monitor compliance with Maine Earned Paid Leave (EPL) accrual and usage requirements

New Employee Onboarding & Compliance Documentation

- Coordinate the onboarding process for all new employees, serving as the primary point of contact.
- Ensure timely and accurate completion of all required new hire compliance documentation, using the isolated onboarding platform.
- Assist new employees with gaining access to the Boys & Girls Clubs of America (BGCA) National Training required of all BGC staff; track completion and maintain records
- Enter new hires into the payroll and benefits systems; verify accuracy of all setup data prior to first payroll cycle
- Coordinate with supervisors to ensure new employees receive all required orientation materials, access, and equipment
- Maintain a consistent, welcoming onboarding experience that reflects BGCSM's organizational values



Gift Processing & Advancement Operations

- Process incoming charitable gifts received via check, credit card, online platforms, and in-kind contributions; enter all gifts accurately and promptly into the donor database
- Prepare and send donor acknowledgment letters in a timely manner in accordance with IRS requirements for charitable contributions, including written acknowledgments for gifts of \$250 or more
- Track pledges and pledge payment schedules; follow up on outstanding pledge balances as needed
- Coordinate with the Finance team to reconcile gift records in the donor database against the accounting platform on a regular basis, ensuring consistency between Advancement and Finance records
- Collaborate with the CFO and Finance team on operational efficiency projects within the Advancement function, such as researching and evaluating lower-cost credit card and online payment processing platforms
- Identify and surface other opportunities to streamline gift processing workflows, reduce costs, or improve the donor experience
- Maintain accurate and organized donor records; ensure data integrity in the donor database

Employee Support

- Serve as a knowledgeable, approachable resource for staff questions about pay, deductions, benefit elections, and leave
- Process employee status changes (rate changes, position changes, terminations) in a timely and accurate manner
- Administer workers' compensation program, including claims coordination, premium audits, and annual amortization tracking
- Maintain accurate and confidential employee records in payroll and related systems

BGCM Values:

1. **Kindness:** You approach obstacles and challenges with Kindness; this includes being patient and positive when working with others.
2. **Integrity & Trust:** You make decisions and choices with Integrity (especially when no one is looking).
3. **Future Ready:** You work towards your own and your members' Future Ready commitments. This includes working with your supervisor and coworkers in a collaborative and constructive way while prioritizing the organization's mission in all decision-making processes.
4. **Diversity, Equity & Inclusion:** A culture of Diversity, Equity, and Inclusion, is everyone's responsibility. In a diverse, equitable, and inclusive culture, everyone in the room can feel seen, heard, and valued.
5. **Growth Mindset:** A Growth Mindset means embracing a mindset that encompasses innovation, creativity, learning, communication, collaboration, and being open to new ideas and opinions.

Physical Requirements/Work Environment:

The physical demands of this position are limited, as such, reasonable accommodation may be made to enable individuals with physical disabilities to perform essential functions of this position.

Role: Payroll, Benefits & Gifts Processing

Reports to: CFO

Location: Boys & Girls Clubs of Southern Maine

Hours: 25 Hours / Part-time / Non-Exempt



Equal Employment Opportunity: *The Company is an equal opportunity employer. Applicants are considered for positions without discriminating on the basis of race, color, religion, national origin, ancestry, sex (including pregnancy, childbirth, and related medical conditions), gender identity or expression, sexual orientation, age, disability, genetic information, marital status, certain arrest and court records, certain credit history, child support orders, garnishments, reproductive health decision, domestic or sexual violence victim status, veteran/military status, certain citizenship status, breastfeeding, or any other characteristic protected by federal, state, or local law.*

This policy applies to all aspects of employment including but not limited to, recruitment, hiring, placement, training, promotion, compensation, benefits, transfers, layoffs, recalls, leaves of absence, discipline, and termination.