



Job Description

PAYROLL ADMINISTRATOR / ACCOUNTING ASSISTANT

POSITION SUMMARY:

There are two separate and distinct positions; the Payroll Administrator for three companies' payroll which has an ever expanding work force. As the Payroll Administrator you are responsible as the liaison between our provider ADP, our Human Resource Department and our employees. We use ADP's PayExpert, Ezlabor payroll systems. We also use IPAY and other reporting options offered by ADP.

In the purchase cycle you would be responsible for the imputing payments of vendor invoices and employee reimbursements for three companies. Maintenance and review of accounts payable aging trial balance.

RESPONSIBILITIES:

Payroll

- Ensure the timely and 100% accurate delivery of the bi-weekly payroll for the company.
- Track and ensure timely completion of timesheets by employees – which are completed by the employees via EZ Labor (ADP On-Line Timesheet Program)
- Set up and process all payroll related items (e.g. increases, wage garnishments, etc.)
- Review all changes from HRB to make sure that these changes have flowed to PayExpert
- Serve as key liaison between Human Resources and Accounting; ensure transition employees are accurately added to and removed from payroll as appropriate
- Insertion of any manual checks that were processed during the bi-weekly period.
- Check for any deferred changes in payroll.
- Review all changes in payroll for authorization
- Review EZLabor for properly authorized time for employees. Prepare and review payroll for accuracy affecting our employees
- Work with the accounting department to resolve any reconciling items.
- Other duties as assigned

RESPONSIBILITIES (CONTINUED):

Accounts Payable

- Process invoices and reimbursement expense reports post them according to the chart of accounts.
- Pull invoices for payment according to companies schedule every Thursday, and other required time periods.
- Monitor the aged accounts payable for any items that have not been paid or indicate a problem.
- Help in the preparation of documents for external reporting.
- Other duties as assigned

REQUIREMENTS:

- Associates Degree (preferred)
- 2-3 years related work experience
- Experience with ADP Systems: Payexpert, EZ Labor & I-Pay (preferred)
- Strong familiarity with Microsoft Dynamics – GP10 (preferred)
- Advanced proficiency with MS Office Suite
- Demonstrated attention to detail and accuracy of work product
- Excellent communication skills, both written and spoken, and a strong sense of customer service
- Strong professional relationship skills, with an ability to work cross-departmentally to solve problems.
- Flexibility and adaptability in a dynamic work environment
- A great sense of humor
- Ability to work independently and as a team player
- Ability to learn new responsibilities

**TO APPLY FOR THIS POSITION – PLEASE CLICK ON THE
LINK BELOW:**

<https://home.eease.com/recruit/?id=515614>