

### **Job Summary**

The Payroll and Accounts Payable Specialist will be responsible for assisting with biweekly payroll processing, weekly entering of accounts payable invoices, monthly payroll close procedures, entering in the system new hires/terminations/job changes, perform benefit enrollment processing, communication/follow-up with employees related to HR matters as needed, entering expense reports, and other miscellaneous light accounting duties as assigned. This is a Full-time position with benefits.

### **Essential Job Functions and Responsibilities**

- Review and process bi-weekly payroll data with a high level of accuracy and performing related preparatory tasks on an ongoing basis.
- Enter expense reports and invoices into the AP system.
- Process weekly check run and other miscellaneous check runs during the week.
- Assist with monthly journal entries, analysis, and reconciliations at month end and as needed on an ad-hoc basis.
- Be responsible for all new hire, job change, benefit enrollment processing
- Maintain integrity while working with sensitive payroll/benefits information

### **Minimum Qualifications**

- 2+ years of experience working in payroll/accounts payable
- Exceptional organizational skills with strong attention to detail
- Some understanding of accounting rules and practices
- Ability to work in a fast-paced, changing, and fun environment
- Comfortable in Microsoft Excel
- Excellent written and oral communication skills
- Demonstrated ability to use good judgment and decision making skills

### **Additional Preferred Skills**

- Associates degree in accounting a plus
- ADP and SAGE experience a plus
- Time and Attendance experience a plus

