|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Payroll Specialist / Assistant Staff Accountant | Reports to: | Controller |
| Classification | Non-exempt | Date Created | 04/18/2022 |
|  |  | Last Approved: | 05/17/2022 |
| Supervision | None | | |

**This is not a remote position. This position is required to report to the office for regular working hours.**

**JOB SUMMARY**

The position of Payroll Specialist/Assistant Staff Accountant assists the CFO, Controller, Staff Accountant and the MYCON management team in maintaining the payroll function and staff accountant duties. The Payroll Specialist/ Asst Staff Accountant function is to process payroll, maintain payroll reports, reporting to local, state and federal agencies, and performs general ledger and general bookkeeping functions.

**RESPONSIBILITIES**

**Essential Functions**

**Payroll**

* Processes weekly and semi-monthly payroll through Spectrum, along with all associated taxes in all states.
* Process employee benefits associated with each respective payroll.
* Reviews time-entry validation and other payroll reports to verify accuracy of time-entry and resulting pay implications; follow up to ensure accurate and complete payroll entries for each pay cycle.
* Files all local, state, and federal payroll tax reports.
* Maintains associated reporting and excel spreadsheets for analysis
* Prepares reports as requested utilizing manual methods and/or computer software.
* Collaborates with team members to meet month end/year end schedule.
* Sets up new Vendors and ensure all required paperwork is received.
* Performs year end reporting as assigned i.e. 1099’s, W-2’s

**Assistant Staff Accountant**

* Maintains and update prepaid expense records
* Imports credit card transactions on a monthly basis
* Reconciles balance sheet accounts with subledgers on a monthly basis
* Performs Indirect job overhead allocations.
* Assist with the annual CPA audit.
* Maintain and update required insurance reports.
* Responsible for General Accounting process
  + Maintains associated excel spreadsheets for analysis.
  + Assists with general ledger entries.
  + Performs month and year end close and record reconciling entries.
* Prepares reports as requested utilizing manual methods and/or computer software.
* Research issues as required for resolution.
* Other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

* Effective oral and written communication skills
* Strong attention to detail required
* The ability to perform a variety of tasks simultaneously and an accurate and timely manner.
* Considerable skill in problem solving, conflict resolution, and managing confidential information/situations.
* Strong customer service skills needed to build and maintain relationships with clients, subcontractors, and vendors.
* Behavior that supports positive work environment keeping in line with company mission and values.
* Able to perform well under pressure and consistently meets deadlines.
* Able to work and participate in a team environment.
* Able to be accountable for position and the quality of assigned work.
* Able to work with various departments to ensure job objects are met.

**QUALIFICATIONS**

Required skills needed but not limited to the following:

* Bachelor’s degree a plus
* Minimum of three (3) years equivalent experience with specific experience in multi-state payroll processing and reporting; experience working with general ledger, bookkeeping and accounting functions.
* Ability to apply basic analytical skills
* Intermediate Microsoft Office skills required
* Knowledge of construction financial software such as Spectrum
* Experience in the construction industry a plus

**PHYSICAL DEMANDS**

* The physical demands described are a representative of those that must be met by an employee to successfully perform the essential function soft his job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* While performing the duties of this job the employee is frequently required to sit, converse, and listen; use hands to touch, handle, or feel objects, tools, or controls; and to reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.
* The employee must be able to lift and/or carry over 25+ pounds on a periodic basis and be able to push/pull over 25+ pounds on a periodic basis.
* The employee must be able to stand and/or walk at least five hours per day.
* Reliable, predictable attendance at the scheduled site/office
* Ability to work in sometimes stressful environment
* Ability to work collaboratively as part of a team

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the listed functions of this job.

I have read the Job Description and understand the functions and objectives of the position at this Facility. I understand I am responsible for compliance with all policies and procedures.

Employee's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_