**Ben Wolfe**

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Hot Job

**Hello all – If you or anyone you know is interested in applying to this opportunity in Chesterbrook PA please send me your resume to set up an interview. The client wishes to remain confidential until we screen.**

**Please see the job responsibilities, qualifications and notes below.**

**Position: Payroll and Accounts Payable Specialist**

**Location: Chesterbrook, PA   
Department: Accounting   
Reporting to: General Accounting Manager**

**Responsibilities**

* Process semimonthly payroll for approximately 200 employees utilizing ADP WorkForce Now:
  + Review hours worked in the Time & Attendance system and resolve unusual items/exceptions with employees. Follow-up with delinquent employees and supervisors.
  + Validate interface from Time & Attendance system (ETime) into the ADP payroll software.
  + Review payroll reports and validate information including any changes to employee payroll data (new employees, departures, non-standard compensation, changes, etc.).
  + Review and process monthly commission payments to respective employees.
  + Prepare semimonthly and monthly payroll-related journal entries (payroll and payroll-related accruals)
  + Monitor compliance with IRS and state payroll reporting guidelines.
  + Serve as main resource for payroll related questions.
* Oversee and ensure payroll service provider’s timely compliance with federal, state and local payroll tax reporting requirements.
* Assist with annual 401k plan audit and reconcile 401k payroll deferrals with trust account deposits
* Oversee activities in the accounts payable function.
  + Ensure all invoices are processed and coded in a timely manner.
  + Process weekly check run.
  + Liaise with vendors to address issues or concerns with accounts
  + Work closely with all departments for review and approval of invoices within their department.
  + Create reports for Management as requested
* Prepare, approve and review journal entries related to specific accounts.
* Reconcile payroll/AP and various other general ledger accounts
* Manage the employee expense reporting process using Concur Solutions software.
  + Review employee expense reports via Concur Solutions software and ensure compliance with documentation and expense reporting guidelines.
  + Serve as system administrator/liaison for expense reporting system with the software vendor.

**Required Qualifications**

* Three to six years of payroll processing experience
* Demonstrated proficiency in preparing payroll related journal entries and in managing/reconciling payroll related accounts within the general ledger
* Experience working with ADP payroll and time and attendance software.
* Excellent verbal and written communication skills including experience in liaising with HR and resolving payroll related issues with employees
* Bachelor’s degree in accounting or business administration related field; BS in Accounting degree preferred
* Ability to work independently and demonstrate initiative and intuitive thought-process and problem solving
* Strong attention to detail
* Strong Microsoft Excel skills (Pivot Tables, VLookups, etc.)
* Experience with MS Great Plains & Management Reporter (Preferred)

**Notes:**

* *Software: ADP Workforce Now or another version of ADP is required for the Payroll portion of the job. Great Plains/Dynamics is preferred, not required, for the AP portion.*
* *Position is 50% Payroll and 50% Accounts Payable.*
* *Payroll highlight– hourly/salaried payroll. Also dealing with timecard entry/audit.*
* *AP highlight– 200 invoices/month.*
* *Would love someone with some General Ledger exposure as well.*