

SUMMARY: The accountant position processes information received from other Company departments to create financial transactions and posts that information to QuickBooks from source documents such as customer invoices, receipts, supplier invoices and time cards. The accounting assistant also reconciles accounts to ensure their accuracy. All work is to be done with the consideration of applicable deadlines.

DUTIES AND RESPONSIBILITIES:

Payroll

- Collect and summarize timekeeping information for two payrolls, including multi-state payroll
- Evaluate information for accuracy within OZ and Paylocity
- Obtain supervisory approval of time card discrepancies
- Determine prevailing wage rates
- Complete certified payroll reports
- Process auto allowance, sales commission, safety bonus, installer budget, and PME commissions
- Process benefit deductions
- Process garnishment requests, employee advances, reimbursements, and per diems
- Process periodic payrolls and print weekly reports
- Record payrolls in QuickBooks
- Maintain employee files and permanent files for I-9's and various state withholding certificates
- Maintain employee benefit deduction reconciliation and 1095 spreadsheet
- Mail annual W-2 forms to employees along with other required notifications
- Employee contact for all payroll questions

Benefits Administration

- Explain available benefits to new hires and assist them with timely submittal of benefit applications
- Insurance open enrollment correspondence and processing of changes
- COBRA correspondence (initial and upon termination) through Paylocity
- FMLA correspondence

HR

- Set up and finalize onboarding in Paylocity
- Handle FMLA, LOA, STD, and LTD leaves

Other

- Reconcile monthly payroll-related accrual accounts
- Sales and use tax reporting and payments
- Reconcile and remit monthly benefits invoices

- Provide clerical and administrative support to management as requested
- Inventory control and recording
- Maintain orderly filing systems
- Minimum seven years' payroll and HR experience
- Multi-state payroll experience a must
- Prevailing wage experience a plus
- Completion of certified payroll accounts
- Garnishment processing
- Paylocity experience a plus
- QuickBooks experience a plus
- Sales tax experience a plus
- Reconciliation of accrual accounts and payroll tax accounts a must
- Completion of 1095s
- Excellent attention to detail
- Excellent math aptitude
- PA notary public a plus

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