PAYROLL ACCOUNTANT

Job Description:

Payroll accountants prepare employee salary statements and process paychecks. They maintain payroll files and create reports. Payroll accountants ensure all payroll procedures are in line with governmental laws and policies.

Job Responsibilities:

* Calculate gross salaries based on employee salary rate and hours worked
* Calculate net salaries, deductions, and withholdings
* Updating payroll files and general ledger
* Resolve payroll issues (i.e. late payments)
* Prepare accounting files, records, and schedules
* Monitor paid and unpaid leaves
* Prepare and distribute annual tax statements (i.e. W2, 1099)
* Process overtime earnings or holiday deductions
* Resolve payroll problems (e.g. overlooked bank holidays, late payments, etc.)
* Answer employee questions concerning payroll
* Participate in payroll audits
* Ensure compliance with governmental laws on payroll accounting and taxes
* Maintain confidentiality of staff salaries and wages

Job Qualifications:

* Bachelors in Accounting, Finance, or related field
* Masters in Accounting, Finance, or related field preferred
* National Payroll Certification
* Certification in Public Accounting
* Additional certifications preferred
* Experience in payroll accounting

Opportunities in pay accounting are available for applicants without experience in which more than one payroll accountant is needed in an area such that an experienced payroll accountant will be present to mentor.

Job Skills Required:

* Thorough knowledge of accounting and payroll procedures
* Understanding of Generally Accepted Accounting Principles (GAAP)
* Proficiency in accounting and payroll software
* Proficiency in Microsoft Office
* Strong analytical skills
* Strong attention to detail
* Integrity
* Awareness of laws and regulations related to accounting and payroll