



Job Description

Position Title: Accounting and Payroll Associate	
Shift: Office	Department/Cost Center: Accounting
Classification: Hourly	Reports To: Accounting Associate

Experience (preferred or required):

- Bachelor's degree from four-year college or university preferred and/or Associate's degree required
- 5+ years of payroll processing experience working in different states required
- Previous experience processing multi-state payroll and tax required, Paylocity experience preferred
- Basic understanding of accounting principles required
- Ability to keep confidential information required
- Experience using QuickBooks Online is required
- Strong working knowledge of MS Office including Word, Excel, Outlook, PowerPoint, and Teams required

Essential Duties and Responsibilities:

- Compile and review financial information
- Prepare financial forms, documents, and reports
- Assist with the preparation of budgets and financial statements
- Assist with tax filings, accounts receivables and accounts payables
- Assist with data entry, scanning, and saving records/receipts
- Record and categorize expense transactions
- Perform monthly credit card reconciliations
- Prepare weekly bank deposits
- Accurately process multi-state bi-weekly and semi-monthly payrolls
- Review timecards, calculate wages, and incorporate overtime, bonuses, and deductions
- Record withholdings and calculate payroll deductions
- File tax forms and payroll tax returns accurately and on time
- Process payroll transactions
- Maintain accurate records of all payroll transactions, including employee earnings, taxes, and deductions
- Keep up with applicable tax and compensation regulations to ensure legal compliance
- Address questions and issues from employees and managers
- Receive approval from upper management for payments when needed
- Prepare reports for upper management, accounting department, operations, etc.



FAITHWARD RESOURCES

- Respond to phone calls, texts, and e-mails in a timely fashion
- Follow and adhere to Company policies, procedures, and guidelines
- Be willing to learn the industry and help us maintain and grow firm's marketplace position
- Attend business meetings and trainings as required
- Perform other administrative tasks and special projects as assigned

Position Requirements and Skills:

- Maintain a professional attitude and appearance
- Possess the ability to connect with a variety of personalities
- Live out Faithward Formula
- Exhibit strong leadership skills – leads by example and helps motivate others to do their best
- Utilize extremely strong phone skills – high energy and passion for helping others
- Be a team player who thrives working with a tight-knit company where their activities directly affect the bottom line
- Be enthusiastic about providing the best possible customer service for clients and customers
- Possess a roll up your sleeves, and all hands-on deck mentality to cross functional tasks and assignments
- Be self-motivated and results driven with proven ability to succeed – desire to grow both professionally and personally
- Possess strong relationship management and the ability to drive multiple tasks to completion successfully
- Be a resourceful team player and a positive “can-do” attitude
- Have the ability to work in a fast-paced environment
- Think and act like an entrepreneur and take an ownership mentality in all that is done in this position
- Be detail oriented and helpful
- Have the ability to perform accurate data entry within specified time frames
- Possess the ability to use or quickly learn specific CRM and other business software
- Exhibit outstanding written, grammar, & verbal communication skills with ability to interact with all levels of an organization
- Possess excellent organization, problem solving, and planning skills
- Demonstrate excellent time management skills and ability to adhere to schedules/deadlines
- Be dependable and safety oriented
- Have the ability to work some nights and weekends as needed
- Produce a negative pre-employment drug screen and have the ability to pass a criminal background check
- Maintain a good attendance record and travel as required



NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization. This job description in no way states that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties as requested by their supervisor or manager in compliance with Federal and State Laws. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Requirements are representative of minimum levels of knowledge, skill and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Signature: _____ Date: _____

Physical Demands of Job:

Accounting and Payroll Associate

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Please indicate the following: N = Never, O = Occasionally, F = Frequently, C = Continuously																				
Lifting/Carrying	N	O	F	C	Pushing/pulling	N	O	F	C	Activity	N	O	F	C	Activity	N	O	F	C	
0 – 10 lbs.			X		0 – 15 lbs.			X		Bend/stoop			X		Reaching			X		
11 – 20 lbs.			X		16 – 30 lbs.			X		Squat/crouch/ Walking stairs			X		Reaching abv shoulder		X			
21 – 40 lbs.		X			31 – 60 lbs.		X			Kneel			X		Type/keyboard				X	
41 – 60 lbs.		X			61 – 100 lbs.	X				Twist/turn			X		Driving					
61 – 100 lbs.	X				100 + lbs.	X				Climb		X			Automatic			X		
															Standard shift	X				
Exposure to different levels of temperature conditions																	X			
Exposure to various chemicals																	X			
Exposure to a noisy work environment																	X			
Exposure to fumes or airborne particles																	X			
Able to communicate clearly with other employees/vendors (communicate to and receive communication from)																				X
Vision requirements needed for this job include: 20/20 or corrected																				
In an eight-hour workday, how many total hours does this job require the following:																				
Sit: <u>6</u> hours X Continuously <input type="checkbox"/>					Walk: <u>1</u> hours <input type="checkbox"/> Continuously X Periodically					Stand: <u>1</u> hours <input type="checkbox"/> Continuously X Periodically										
Please indicate the following if applicable:										One Hand	Both Hands	One Foot	Both Feet							
Perform simple grasping with:										N/A	x	N/A	N/A							
Repetitive actions to operate controls with:										N/A	x									
Perform repetitive motion with:										N/A	x									
Other physical demands not listed above: Walking up and down stairs																				