

# Accounting Specialist

## Overall Responsibilities:

The Accounting Specialist will be able to perform all accounting functions with minimal supervision. The Accounting Specialist will have the knowledge required to perform all standard accounting functions within the firm, including payroll, accounts payable, accounts receivable and assisting Admin team members with all standard office procedures.

## Role and Responsibilities:

- Analyzes, prepares and inputs payroll data using automated system to produce accurate and timely payroll
- Ensures compliance with all applicable state, local and federal laws
- Focuses on accuracy and timeliness in processes
- Works closely with team members to ensure all tasks are completed timely and accurately
- Processes the following: new hires, terminations, status changes, tax changes, deductions, direct deposits, time sheet data, rate changes, retroactive adjustments, involuntary deductions, quarterly tax preparation and special pays
- Assists in recommendation, development and documentation of payroll and account payable procedures to improve efficiency
- Assists with audits, compliance and reporting
- Assists the administration team with phone coverage and support
- Performs internal billing and accounting functions for the firm
- Maintains accounting files
- Reconciles bank statements
- Reconciles credit card, reproduction and all accounts payable statements with multiple entries

## Qualifications and Education Requirements

- Associates degree preferred
- Excellent communication skills - oral and written
- Two years experience related to Payroll/HRIS automated system
- Planning and organization - an ability to plan and manage multiple projects
- Problem analysis and problem resolution
- Computer proficiency: Microsoft Office, Accounting Software (preferably a Deltek product)
- Accuracy in data entry and attention to detail
- Excellent organizational and analytical skills
- Position requires a high level of confidentiality and integrity