
Accounts Payable/Payroll Specialist

Job description

The Accounts Payable/Payroll Specialist will support, communicate, and reinforce the mission, values, and culture of the organization by ensuring that the Zumwalt Corporation maintains accurate payable and payroll records.

Duties and Responsibilities:

- Set up and maintain vendor records into software.
- Update vendor documentation including address, W-9, certificates of insurance, lien waivers, etc.
- Process accounts payable invoices (including matching the invoice), receiving, and purchasing orders.
- Prepare weekly check runs/ACH payments.
- Reconcile all vendor statements.
- Communicate with vendors about billing discrepancies, missing invoices, and other questions.
- Credit Card reconciliations
- Accurately and efficiently input weekly timesheet transactions into software.
- Maintain payroll files including new hires, terminations, commission rates, and pay changes.
- On-line processing of union dues
- Process credit card payments for customers
- Handle daily bank deposit.
- Petty cash reconciliation

Knowledge, skills, and abilities:

- Have advanced knowledge of Microsoft Office applications and computer skills.
- Ability to multi-task and manage numerous projects simultaneously.
- Detail-oriented, thorough, and well organized
- Excellent written/verbal communication skills, as well as organizational skills
- Completes tasks in a timely manner/punctual.

Job Type: Full-time

Pay: \$40,000.00 - \$45,000.00 per year

Submit resume to Kathy Cassidy at kcassidy@zumwaltcorporation.com