

<b>Job Title:</b> Accounting and Payroll Specialist	<b>FLSA Status:</b> Exempt
<b>Reports To:</b> Director of Accounting	
<b>Number Supervised:</b> None	<b>Revised Date:</b> January 2016

**Position Summary**

Right At School is seeking a an Accounting and Payroll Specialist to join our team and have a direct impact on our business growth and help us to provide high-quality service to our clients. The Accounting & Payroll Specialist is responsible for processing weekly & bi-weekly payrolls, maintaining payroll reporting structures for timecard approvals, managing the company's Accounts Payables, and assisting in general accounting functions, such as assisting with month-end close and financial reporting. The Accounting & Payroll Specialist will work closely with the Accounting Director to create efficiencies and implement new processes to support Right At School's continued growth.

**Organizational Duties and Responsibilities**Payroll

- Analyze, prepare and input payroll data to produce an accurate and timely payroll.
- Prepare periodic reports related to payroll, paid time off, tax withholding and benefits deductions.
- Payroll administration, compliance, payroll taxes and related filings.
- Maintain payroll records, including time and attendance, in accordance with applicable laws and regulations.
- Work positively with colleagues and communicate effectively with management. Provide information to employees and managers on policy and payroll matters and tax issues

Accounts Payable/Receivable & General Ledger

- Manage the company's accounts payable, ensuring timely approval and payment of invoices.
- Manage the company's corporate card and expense reimbursements, reviewing and approving expense reports for compliance with company's policy.
- Manage accrual for vendor costs and reconcile balance with invoices on a monthly basis.
- Assist with month-end close and financial reporting.
- Generate invoices and oversee the collections process for outstanding receivables.
- Special Accounting projects as requested.

**Qualifications**Education / Experience

- Bachelor's degree in Accounting, Finance or related field.
- 2-5 years of experience, with at least one processing payroll.

Skills

- Excellent communication skills (verbal, telephone and written)
- Computer skills, including Microsoft Excel
- Strong people skills and the ability to work effectively with peers, staff
- Strong organizational skills and the ability to multi-task, prioritize work and manage deadlines
- Must possess excellent judgment, problem-solving and decision-making skills
- Works well in a team environment
- Experience with Ascentis Payroll a PLUS