

POSITION DESCRIPTION	Version: 07/22/2021
Payroll & Accounting Specialist	

Position: Payroll & Accounting Specialist
Reports To: Controller
Department: Accounting
Exempt/Non-Exempt: Exempt

Position Purpose

Ensure the timely and accurate execution of the specific position responsibilities listed below and to provide support for accounting functions such as payroll, financial reporting and budgeting, internally produced data, tax and regulatory compliance, and customer and vendor transactions.

Position Responsibilities

- Support the weekly payroll processes administered by Sr. Payroll Administrator to ensure accurate and timely weekly payroll runs.
- Maintain payroll-related system tables for trade union employees.
- Remit payroll tax withholdings and accruals for payment.
- Administer monthly union and association reports and payments as well as annual union audits.
- Perform 401(k) and payroll tax reporting functions (941's, W-2's, U/C reports, etc.).
- Audit incentive calculations and submit for approval.
- Work with division managers to ensure their payroll reporting and data needs are met, and provide new reports or solutions as needed.
- Contribute to month-end and year-end financial reporting and budgeting as directed by Controller.
- Contribute to the Company's corporate income tax and credit calculations.
- Support other areas of the accounting department as directed (such as tax and regulatory filings, requests for data, customer and vendor transactions, etc.).
- Work collaboratively with Controller on department strategies to achieve company and department goals.
- Serve as primary backup to Sr. Payroll Administrator and provide primary or secondary backup support within other areas of the accounting department.
- Establish and follow through on a personal, professional development plan.
- Support and maintain a safe and lean working environment.
- Perform all duties within the quality management system and ISO standards.
- Other duties as assigned by manager.

Summary of Skills, Knowledge and Abilities

- Prerequisites:
 - Bachelor's Degree in Accounting Preferred.
 - At least five years of work experience in payroll accounting, construction accounting, and/or public accounting.
 - Working knowledge of accounting principles, including account classifications, general journal entries, and account reconciliations to general ledger.
 - An understanding of each sub-ledger and how the activity in each rolls into the general ledger.
 - Efficient computer skills, including a working knowledge of Microsoft Excel and Outlook.

- Other Skills & Experience Required:
 - Development towards or achievement of a payroll or accounting-related certification or additional education beyond a Bachelor's degree in a related field is a plus.
 - Ability to perform a detailed analysis with independence.
 - Ability to perform position responsibilities with a minimal level of supervision.
 - Excellent communication (verbal and written) and customer service skills.
 - Ability to multi-task and prioritize.
 - Strong organization skills and attention to detail.
 - Strong integrity to ensure strict confidentiality and protection of employee information.

Direct Reports

- None

PHYSICAL REQUIREMENTS

	Never 0%	Occas. 33% of time	Freq. 45-66% of time	Contin. 67-100% of time
LIFT/CARRY				
1 to 10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Never 0%	Occas. 33% of time	Freq. 45-66% of time	Contin. 67-100% of time
PUSH/PULL				
1 to 10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Never 0%	Occas. 33% of time	Freq. 45-66% of time	Contin. 67-100% of time
MOVEMENT				
Bend/Stoop/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouch/Squat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive Arm Use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive Wrist Use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Repetitive Hand Use</i>				
a) Grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Squeezing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder/Scaffolding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VISION REQUIREMENT	
Depth Perception	<input type="checkbox"/>
Less than 20 inches	<input checked="" type="checkbox"/>
Color Vision	<input type="checkbox"/>
Peripheral Vision	<input type="checkbox"/>

	Never 0%	Occas. 33% of time	Freq. 45-66% of time	Contin. 67-100% of time
EQUIPMENT USE & OPERATION				
Motor Vehicles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate Foot Pedals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Never 0%	Occas. 33% of time	Freq. 45-66% of time	Contin. 67-100% of time
WORK WITH/NEAR				
Machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact Tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Never 0%	Occas. 33% of time	Freq. 45-66% of time	Contin. 67-100% of time
ENVIRONMENT				
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outdoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENDURANCE		
Task	Hours at One Time	Total Hours in 8 Hr Day
Sit	<u>0-3</u>	<u>6-8</u>
Stand	<u>0-1</u>	<u>0-1</u>
Walk	<u>0-1</u>	<u>0-1</u>

PROTECTIVE EQUIPMENT REQUIRED				
Respirator-Type: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye-Type: <u>Safety Glasses</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing-Type: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hard Hat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gloves-Type: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boots-Type: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Rated Clothing				
(for ARC Flash Protection)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL CONSIDERATIONS (INCLUDING CLARIFICATION OF ANY OF THE ABOVE)

While this job indicates sitting for 6 - 8 hours per day, we are able to accommodate someone who needs or prefers to stand throughout the day by providing an adjustable stand-up workstation.

This job requires some repetitive typing and work near a personal computer and potentially a multi-function printer/copier.

Items above that have Occasionally (33%) checked are tasks that are likely to be much less than the 33% but more than 0%.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. Additional duties and responsibilities may be required of the job holder based upon business needs and at the request of Bassett Mechanical management.