Accounting Administrative Assistant

Summary:

The role of the Accounting Administrative Assistant is to assist with monthly payroll billing through the following ways:

- Process billing for monthly payroll
- Assist with new member file setup (business registration and QuickBooks file setup)
- Post processed payroll for QuickBooks Master File
- Assist with any other assigned payroll and/or administrative task

Essential Functions:

- Serve as a second layer to ensure member/household employer's file contains all new hire information before billing
- To ensure timesheets and program health plan matches before billing
- Post processed payroll and payroll taxes in QuickBooks Master file
- Filing tax correspondence in household employer tax files
- Assist with submitting electronic payments for quarterly payroll tax returns, annual payroll tax returns (state withholding, city annual withholding reconciliation) and annual forms (i.e. 1099s, W-3s and W-2s)
- Other assigned payroll and/or administrative tasks
- Works close under supervision

Required Education/Experience

- 1 to 3 years experience and/or knowledge of bookkeeping
- Good math/accounting aptitude
- Microsoft Office experience (Word, Outlook, Excel, and Access)
- Experience with QuickBooks Desktop software
- Requires at least an associates degree in accounting or business administration or pursuing degree

Preferred Skills

- Data entry (at least 8,000 - 10,000 kpm)
- Experience in bookkeeping
- Self-motivated Team Player with a strong attention to detail

- Comfortable with routine and little or no deviation from established procedures
- Willingness to learn and take on new challenges
- Think outside of the box
- Ability to communicate effectively written and/or verbal with staff

$15 - $17 per hour

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.