



**PAYROLL ACCOUNTANT  
OF SOUTH RIVER RESTORATION**

**Overall Summary:**

The Payroll Accountant supports the Accounting Manager in carrying out the responsibilities of the Finance/Accounting Department which are essential to the growth and sustainability of the company.

**Specific duties include (but not limited to):**

- Processes weekly payroll for multiple locations in a timely and accurate manner.
- Maintains payroll information by collecting, calculating, and entering data.
- Updates payroll records by entering changes in exemptions, insurance coverage, deductions, and job title and department/division transfers.
- Resolves payroll discrepancies by collecting and analyzing information.
- Ensures the accurate entry of data from the payroll software to the accounting software.
- Calculates departmental bonuses/commissions and presents to Controller for review.
- Reconciles various bank accounts, credit card accounts, expense accounts, and 941s.
- Prepares and records various general journal entries including, but not limited to, accruals, write-offs, job cost corrections, re-classifications, depreciation, etc.
- Utilizes spreadsheets to verify information.
- Answers payroll & accounting questions by researching and interpreting data.
- Maintains payroll & accounting operations by following policies and procedures; reports needed changes to management.

**Miscellaneous:** Other duties as assigned.

**Industry Expertise and Personal Development:** All employees will be expected to learn about the industry and current trends within their specific area of expertise (e.g., accounting, marketing, customer service). This includes attending professional workshops, taking educational courses and cross training within other departments.

**Skills Needed:**

- Bachelor's degree preferred
- 3-5 years payroll and accounting experience preferred
- Knowledge of ADP preferred
- Construction/Restoration industry and/or Job-costing experience preferred
- Highly accurate and detailed in data entry
- Excellent time management skills
- Excellent Communication (written and verbal)
- Confidentiality

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24-Hour Emergency Service



- Microsoft Office experience (Word, Access, Excel)
- Ability to work independently

**Work Environment and Physical Requirements:**

- Typical work shifts are 8:00 a.m. to 5 p.m.; however, overtime may be required to meet project deadlines and to properly serve emergency events which occur on a 24/7 basis.
- Standard office environment – sitting, walking, standing – with use of information technology may apply such as cell phones, email, keyboarding, reporting software.
- Good organizational, time management, customer service and problem-solving skills and the ability to work accurately and meet deadlines with frequent interruptions. Organizational skills sufficient to prioritize work and complete assignments accurately, either independently or as part of a team, under pressure of competing deadlines and with frequent interruptions, working from own initiative and/or following direction, policies, or procedures. Ability to identify customer needs and maintain and support a customer service philosophy. Ability to use analytical and decision-making skills to offer options and resolve problems in a variety of contexts.
- As our work takes us into the homes and businesses of others, successful passage of post-offer pre-employment and annual background checks as well as drug screening.

**Acknowledgement:**

I have **reviewed** and **understand** the above Job Description; believe it to be **accurate** and **complete**; and I can **successfully fulfill** each duty or task. I also agree that management retains the right to change this job description at any time.

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Payroll Accountant

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Date

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Human Resources

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Date

This job description in no way states or implies that the tasks and responsibilities identified herein are the only tasks and responsibilities that the employee occupying this position may be required to perform. Requirements stated herein are minimum levels of skill and or abilities to qualify for the position. This document does not in any way create an express or implied contract of employment, or change the nature of the chosen employee's at-will employment. Nothing in this job description restricts the company's right to assign or reassign duties and responsibilities to this job at any time. The company is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, religion, sex, national origin, age, ancestry, disability, pregnancy, marital status, sexual orientation, genetic information, or any other characteristic protected by federal, state or local law. All employees and job applicants will be treated in all respects on the basis of their merit and qualifications.

HR: Job Descriptions/Payroll F Accountant Job Description