

Job Posting: Payroll/Accounts Manager

Description

We are excited to welcome a dedicated and detail-oriented Payroll and Accounts Manager to our friendly and dynamic team. In this role, you will be the backbone of our financial operations, ensuring that our payroll is processed accurately and on time, and that our accounts are meticulously maintained. You will collaborate closely with various departments, helping to streamline financial processes and provide clear, insightful reports. This position offers a wonderful opportunity to contribute to our company's financial health while working in a supportive environment that values your expertise and encourages professional growth. If you have a passion for numbers, exceptional organizational skills, and a commitment to accuracy, we would love to hear from you. Join us and be part of a team that values collaboration, transparency, and continuous improvement as we grow together.

Responsibilities

- Manage the end-to-end payroll process ensuring accurate and timely salary payments for union and non-union employees.
- Maintain and reconcile accounts payable and receivable to ensure accurate financial records.
- Prepare monthly, quarterly, and annual financial reports for management review.
- Ensure compliance with statutory regulations related to payroll and taxation.
- Coordinate with external auditors during audits and provide necessary documentation.
- Monitor and manage employee benefits and deductions within the payroll system.
- Support budgeting and forecasting activities by providing detailed financial information.
- Accounts Payable and Receivable/Collection of Past Dues

Requirements

- Proven experience as a Payroll and Accounts Manager or in a similar role.
- Strong understanding of payroll procedures, tax laws, and compliance requirements.
- Proficiency in accounting software and Microsoft Excel.
- Excellent analytical and problem-solving skills with strong attention to detail.
- Ability to manage multiple tasks and deadlines with strong organizational skills.
- Effective communication skills to liaise with employees and external agencies.
- A degree in Accounting, Finance, or a related field is preferred.

Job Benefits

- This is a full-time work from home position with potential for weekly/monthly on-site meetings.
- Health, dental, and vision insurance available
- Paid time off and holidays
- \$29-\$40/hour depending on experience

SUBMIT RESUME TO OFFICE@SVTSINC.COM – SUBJECT: RESUME FOR OFFICE POSTING, ATTN: AMBER