



Accounting/Payroll Specialist

Cain Ellsworth & Company LLP

Sheldon, Iowa

Summary of Job Function:

The Payroll/Accounting Specialist is responsible for the timely and accurate processing of complex client payrolls for Cain Ellsworth & Company, LLP clients. Along with payroll processing, other duties will include remitting payroll taxes and government reporting and preparing monthly, quarterly and year-end payroll returns or statements. The Payroll/Accounting Specialist will perform day-to-day bookkeeping functions for our small business clients utilizing Intuit Online or QuickBooks. This includes tracking fixed assets and preparing depreciation schedules, performing month-end closings, preparing financial statements, and other general clean-up of client accounting records.

Duties and Responsibilities: (Tasks will include, but are not limited to the following)

Professional Knowledge/Technical Expertise:

- Payroll processing and reconciliation including keying all payroll-related data necessary to process and meet designated payroll schedules.
- Contacting clients according to set schedules in order to obtain payroll data, including salary adjustments, special payments, tax allocations, and employee deductions or adjustments.
- Maintaining knowledge of the payroll processing systems and changes in wage and tax laws to develop a trusted relationship with clients.
- Researching and resolving client and system issues to ensure accurate payroll reports and tax returns.
- Remittance of payroll taxes and other required government reporting.
- Preparation of monthly, quarterly and year-end payroll statements (W-2s, 1099s, etc.).
- Timely posting of journal entries into client Intuit Online or QuickBooks accounts.
- Accurate and timely preparation of monthly, quarterly and/or annual financial statements.
- Preparation of monthly bank/credit card reconciliations.

Client Development/Client Relationships:

- Meets time constraints and client deadlines and responds quickly to client inquiries and demands.
- Provides quality client service to maintain a high rate of client retention.
- Quality is consistently demonstrated in all aspects of work.

Additional Essential Functions:

- Manage time and tasks appropriately.
- Ask for clarification on assignments as necessary.
- Understand where a specific task fits into the larger client deliverable.
- Anticipates problems and keeps the in-charge/manager informed of engagement status.
- Keeps firm and client information confidential.
- Seeks learning opportunities.
- Assumes responsibility for tasks that challenge current level of ability.
- Takes calculated risks.
- Maintains the firm's objective of integrity and professional compassion by treating others fairly and with respect.

Working Conditions:

General office working conditions with minimal hazards. Occasional same day travel, using personal vehicle for work at client's offices, meetings, and seminars as well as occasional out-of-town travel, using personal vehicle with overnight stay for work at clients, meetings, or seminars is required. Ability to work overtime throughout the year including tax season (January to April) which may be in excess of 55 hours per week. Requires the ability to lift up to 50 lbs.

Educational Requirements/Professional Experience Requirements:

High School diploma is required. An Associates Degree in Business Administration or Accounting is strongly preferred. Working knowledge of payroll processing, tax principles, and wage and hour laws is preferred. Proficiency with computer systems including Intuit Online, QuickBooks, and Microsoft Excel is preferred but not required.

Knowledge, Skills and Abilities:

Expertise in numbers and good math skills are required.

Proven above average customer service skills.

Excellent organization and time management skills as well as strong attention to detail.

Must have knowledge of the basic principles and practices of accounting and financial analysis.

Should be capable of preparing files and maintaining records and documentation.

Good written and oral communication skills as well as excellent listening skills.

Good knowledge of computers, including various software applications.

Other skills required are related to problem solving, entering and verifying data, and handling multiple tasks concurrently.