

**Job Title:** Accounting and Payroll Specialist

**Industry:** Commuter Rail Operations

**Reports to:** Accounting Manager

***Position Summary:***

The Accounting and Payroll Specialist is responsible for supporting the Finance Department with full cycle accounting, including all Payroll requirements, handling general ledger entries, and other accounting related functions. The ideal candidate will provide accurate results for management in compliance with Generally Accepted Accounting Practices (GAAP) and with attention to the development and adherence to required internal controls.

Breakdown of responsibilities include 75% Payroll to 25% Accounting duties. These percentages can change at any time upon management's discretion.

***Description of Duties:***

- Perform biweekly payroll processing for 200+ employees
- Process paperwork for new employees and enter employee information into the payroll system.
- Process accurate and timely year-end reporting
- Process, analyze and validate vacation and sick time accruals, benefit deductions, garnishments, etc.
- Develop ADP custom reports as required by business needs
- Understand proper taxation of employer paid benefits
- Research and resolve accounting and payroll issues
- Participates in the development of new procedures and policies as it relates to accounting and payroll operations by utilizing state and federal regulations.
- Reconciles general and subsidiary bank accounts by gathering and balancing information
- Maintains accurate financial records for the company by inputting entries in balance sheets and general ledger accounts
- Provides financial status information by preparing special reports; completing special projects as needed
- Checks documents for validity and accuracy of information; performs mathematical calculations; records and files related paperwork and documents.
- All other duties as assigned

***Qualifications:***

- Bachelor's degree in accounting, finance or related field is required
- Must have at least three years of prior accounting and payroll experience
- Must have a strong background in mathematics and accounting
- Must have knowledge working with ADP
- Experience with Great Plains accounting software desired
- Must be proficient with Microsoft Office applications
- Must be organized and detail oriented
- Must be able to maintain confidentiality and use sound judgement

- Must be able to work under tight deadlines, with flexibility;
- Must be eligible to work in the U.S. and successfully pass a pre-employment background check
- Must pass a pre-employment drug screening and be willing to comply with the DTO Drug and Alcohol Policy