## KB Logo Low Res FC PC

## JOB DESCRIPTION

**TITLE:** Accounting Administrator

**TERMS:** Exempt; Full-time; Monday-Friday; Minimal Travel

**PURPOSE:** The Accounting Administrator is responsible for the payroll function of the organization by preparing, and accurately maintaining payroll records and systems. This position is also responsible for processing Accounts Payable, as well as providing administrative support as directed by the Finance Manager and Finance Director. This position will work closely with new hires and employees to administer company benefits.

**COMPANY:** Klein Buendel, Inc. is a small woman-owned health communication

 research and technology firm in that designs, develops, and evaluates

public health interventions in collaboration with academic, public,

and private partners.

**ESSENTIAL DUTIES/RESPONSIBILITIES**

**Accounts Payable**

* Review incoming invoices to ensure compliance with financial regulations and procedures, and resolve invoice discrepancies.
* Review and verify daily account payables, allocate to correct account and job, and obtain required approvals.
* Enter approved check requests into the accounting system, and prepare bi-weekly batch for payment.
* Vendor setup and maintenance.
* Maintain company records and files.
* Assist department Manager and Director as required.
* Other responsibilities as assigned.

**Budgeting**

* Review grant application budgets.
* Create minor proposal budgets.

**Payroll Administration**

* Process in-house payroll for employees, ensuring compliance with federal and state payroll laws and regulations, and company policies.
* Efficiently process and accurately input employee information such as personal data, compensation, accrual balances, tax withholdings, fringe benefits, garnishments and retroactive or separation pay adjustments and other payroll related items.
* Serve as an in-house contact for all payroll-related issues, and provide information to employees and managers on payroll matters.
* Maintain appropriate records to meet government requirements.
* Prepare and file bi-weekly federal and state payroll tax payments.

**Benefit Administration**

* Review and process employee benefit forms for new hires and employee changes including enrolling participants online.
* Assist employees with questions and issues regarding company benefits.
* COBRA administration.
* Maintain employee records.

**MINIMUM QUALIFICATIONS**

* College degree in Accounting or a related field or the equivalent years of accounting experience required.
* At least 3-5 years of in-house accounting and payroll processing experience required.
* Computer skills should include Microsoft Office, with an excellent working knowledge of Excel.
* Ability to work independently with supervision available to address non-routine questions.
* Excellent organizational skills, attention to detail, and analytical skills.
* Ability to communicate effectively with internal and external entities.

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