

Payroll Accountant

Are you looking for a job that is challenging and rewarding at the same time? Wanting a full-time, stable, long-term, salaried position with benefits that will challenge you and put all of your skills to the test? Look no further. Excel Global Partners encourages you to apply as our Payroll Accountant.

Excel Global Partners:

Our team consists of professionals with Corporate and Consulting backgrounds ranging from Business Analysts and Controllers to Project Managers and IT Systems Specialists. At EGP, we believe in the power of teams, hard work, accountability, intellectual rigor, excellence in client service, and integrity. We offer premier consulting solutions for a wide array of companies across multiple industries. EGP is an exceptional place to work and grow as you are given the opportunity to perform in a true team atmosphere, while pursuing opportunities that will enhance your skillset and grow with the firm. Become a part of a growing organization where your contributions are rewarded. Please visit our website at www.ExcelGlobalPartners.com for more details about our practice areas.

Responsibilities:

- Preparing payroll ledger entries with earnings and deductions
- Entering payroll information and maintains payroll files
- Calculating salaries, overtime earnings, and vacation deductions
- Preparing weekly timesheet reports and sending them for approval
- Updating payroll systems, including employment hires and terminations
- Preparing payroll and tax reports for federal, state, and local agencies when required
- Attending to payroll inquiries from employees
- Entering invoices and reimbursements to ledger and ensuring timely payment
- Coordinating with Accounting department regarding the issued invoices and reimbursements
- Calculating final salary payment for resigned/terminated employees which includes leave encashment, expense claims, pro-rated base salary, etc.
- Calculating 13th month pay and other bonuses
- Willing to perform other duties assigned

Qualifications:

- Bachelor's degree in Accounting, Finance, or other related fields
- A minimum of two years' experience as a Payroll Accountant, or in a similar role

Desired skills:

- Knowledge in using Quickbooks and MS Excel
- Knows how to prepare payroll ledger entries and processing payments
- Have an In-depth knowledge of applicable tax laws
- Knows how to prepare payroll and tax reports, as well as answering payroll inquiries

- Must have the ability to maintain and update employees' payroll files
- Possesses excellent organizational and communication skills
- Must have a high level of integrity, as they will know about the earnings of many employees; confidentiality
- Must be organized and possesses a high attention to detail

Excel Global Partners offers equal employment opportunity to all applicants for employment and all employees regardless of race, age, religion, sexual orientation, gender expression, color, physical handicap, veteran status, creed or any other status protected by applicable law.