

JOB TITLE: PAYROLL AND ACCOUNTS PAYABLE CLERK

Location: Norwalk, CT Type: Non- Exempt/Non-Officer/40 hours per week/non-remote

Position summary:

Responsible for the accurate and timely processing of exempt and non-exempt payroll, accounts payable invoices and daily general ledger entries in accordance with Bank's pay schedule and Bank policies and procedures.

Qualifications required:

- Two years degree in accounting, business or related field
- One year experience working with accounting/general ledger system
- One year experience working with payroll systems
- One year experience with accounts payables (AP)
- Windows and Excel proficiency

Essential functions and responsibilities:

- Maintain high degree of confidentiality with payroll, accounts payable and general ledger data
- Process exempt/non-exempt payrolls in accordance with pay schedule
- Ensure appropriate manager approvals are entered in payroll system
- Work with employees to ensure complete and accurate entries in the payroll system
- Ensure all HR policies are strictly adhered to with respect to payroll administration
- Update payroll system for any changes, as needed
- Prepare Workers Comp audit reports annually
- Prepare quarterly payroll tax reconciliation worksheet
- Complete payroll reports i.e. DOL Statistics, Multiple Worksites Reports, etc.
- Perform all aspects of processing of the Daily General Ledger, provide reports to Management
- Preparation/data entry of journal entries daily, monthly, payroll batches, AP batches
- Ensure all AP invoices and employee expense reports have the necessary authorization, etc.
- Process all vendor and employee expense payments via check or ACH
- Adhere to invoice/vendor terms and deadlines to avoid late fees or take advantage of discounts
- Accurately code bills with the correct general ledger account numbers
- Research and resolve all discrepancies before paying invoices or employee reimbursements





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Essential functions and responsibilities:

- Contact vendors to resolve billing disputes, missing invoices, misapplied payments, etc.
- Scan all Accounts Payable related documents and maintain vendor files in an organized manner
- Obtain a W-9 for new vendors and ensure set up in NVendor and OFAC scan was accomplished
- Maintain documentation for Form 1099 Miscellaneous and 1099 NEC for annual reporting
- Prepare the quarterly Sales & Use Tax returns
- Assist with monthly fixed asset entries, new asset records, perform periodic physical inventories
- Assist in preparation of Annual Personal Property Tax returns
- Back up Accountant with the preparation of the Weekly Cash Flow report during absences
- Provide support with 3rd party vendor compliance review.
- Prepare ad hoc reports as requested by Management
- Provide general ledger, payroll and AP documentation to internal and external auditors, as needed
- Order supplies for the Finance department and the Kitchen

Salary Range \$26.00-\$36.00 per hour

