



## Job Opportunity

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### Position:

Senior Accounts Payable/ Payroll Processor

### Location:

San Diego, California

### Posting Date:

August 27, 2009

## Description **Hiring Range: \$17.25 - \$21.53/hr**

### Who We Are Looking For:

Are you a dynamic professional with full accounting cycle experience looking for a challenging opportunity? Are you detailed oriented with excellent problem solving, verbal and written communication skills with the ability to follow direction and work in a face-paced environment? If this describes you, then you're just the person we're looking for to join our Accounting Team as a **Sr. Accounts Payable / Payroll Processor**.

### Position Overview:

The Sr. Accounts Payable / Payroll Processor is also responsible for assisting in preparing bi-weekly payroll, workers' compensation reports and audits; along with updating payroll records, initiating payroll tax deposits, communication ACH information to Controller or Assistant Controller, preparing federal and state quarterly and annual payroll tax returns and other payroll duties and projects as assigned.

### Responsibilities:

- Processing accounts payable and sales receipts.
- Responsible for preparing daily bank deposits and transfers.
- Reconciling daily sales to the bank deposits; track refunds due and preparing refund disbursements; collects NSF checks and resolves credit card debits.
- Responsible for establishing and maintaining the accounting office filing, assisting with day-to-day information requests and other accounting duties and projects as assigned.

### Qualifications:

- Must have a min. of (3) three years exp. in accounts payable.
- One (1) year payroll processing preferred, in-house payroll processing a plus.
- Minimum (1) one year experience with cash receipts and bank deposits preferred
- Minimum of (2) two years college with three (3) accounting classes. Bachelor's degree in Accounting preferred.
- Intermediate-level spreadsheet skills using Excel.
- Requires attention to detail and accuracy in transaction processing.
- Demonstrate excellent organizational and filing abilities.
- Strong written and verbal communication skills.
- Must be a team-player; Interpersonal skills that display a calming and peaceful demeanor.
- Experience with Enterprise level accounting systems. Great Plains Dynamics preferred

