

E LIGHT ELECTRIC SERVICES, INC.
Office Job Description

Payroll/Accounting Coordinator

DEPARTMENT: Accounting

Reports To: Accounting Manager

Summary: Process field and certified payroll as well as basic accounting tasks

Primary Responsibilities:

- **Field Payroll – Review Electronic Time Keeping**
 - Ensure coding of time sheets is accurate
 - Performs accurate and complete payroll check runs for field employees
 - Verify new garnishment payments in payroll
 - Maintain confidentiality on wage rates
 - Calculate terminated benefits including vacation and insurance
 - Monitors all employees not receiving 40 hours or missing a timesheet
 - Communicates with field to make sure timesheets are correct
 - Communicates with HR and Accounting Manager to determine how to accrue for weekly benefits and deductions with a short or zero check
 - Assist with researching as needed

- **Certified Payroll**
 - Backup for Accounting Manager on Certified Payroll Process
 - Report certified payroll each week
 - Review internal reports and check for accuracy
 - Maintain the first point of contact with customer, if there are any questions or problems
 - Coordinate benefit listing, apprenticeship roster, and other required documents with HR, getting forms updated as requested
 - Collect paperwork submitted from subcontractors, review for accuracy, and forward with our certified documents weekly to our customer
 - Send weekly updates to team and maintain status logs

- **Accounts Payable**
 - Maintain Contract Labor report and tracking
 - Process over-head invoices
 - Reconcile Contract Labor Invoicing
 - Assist AP Coordinator as needed
 - Data entry of invoices for payment and job costing
 - Track invoices during approval process

- **Other Accounting Tasks**
 - Help with the answering of the phone as needed

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Knowledge:

- Learning techniques to learn materials quickly
- Windows databases, spreadsheets, and word processing software
- Business needs and technology to accomplish business goals
- Mathematics sufficient to be able to perform algebraic calculations
- Business and how business works

Skills and Abilities:

- Time management
- Adapting to new and changing requirements, environments and or information
- Utilizing communication software
- Effective business writing
- Operating a computer
- Prioritizing and reprioritizing to meet job needs
- Problem solving
- Reading and writing
- Organizing work to accomplish tasks
- Managing stress to carry out the work assignment
- Estimating resources needed to complete required tasks
- Establishing and maintaining effective working relationships with vendors, contractors, supervisors and employees
- Effective written and oral communication sufficient to be able to elicit and communicate information and achieve understanding

Physical Requirements:

Sitting, standing, walking, climbing, computer operation, stooping, kneeling, crawling, reaching, lifting (up to 30 lbs.) near vision acuity.

Qualifications:

High School Diploma or GED certificate. Some college courses are preferred. Two years of administrative or accounting experience preferred. Intermediate skills in Windows, MS Word, and MS Excel are required.