



**Position Title:** Client and Payroll Accountant

**Department:** Accounting

**Location:** Reston

**Classification:** Exempt, Full-time

**Date:** February 28, 2024

**Job Summary:**

The Client and Payroll Accountant prepares financial reports for several clients, to track client assets, liabilities, change in net assets, tax liabilities, and other related financial activities. Additionally, the Client and Payroll Accountant performs and manages the payroll functions of AIM, ensuring pay is processed on time, accurately, and in compliance with government regulations.

**Essential Duties and Responsibilities:**

***Accounting Management***

- Performs general accounting and other related duties in the accounting department.
- Prepares monthly financial statements including Statement of Financial Position, and Statement of Activities.
- Maintains all general ledger transactions.
- Codes invoices, sets up new accounts, reconciles accounts, and closes the monthly books.
- Reconciles bank accounts at least monthly, verifies deposits, and addresses inquiries from banks.
- Reconciles customer accounts and manages accounts receivable collections.
- Verifies A/P transactions, weekly check run, and responsible for verifying invoices to the appropriate expense accounts.
- Collaborate closely with external auditors to coordinate the information necessary to perform the annual audit.
- Files required tax forms with federal, state, and local government agencies.
- As appropriate, coordinates with software vendor to maintain accounting software system; recommends updates to enhance the accounting software.

***Fiscal Administrative***

- Evaluate, develop, and implement effective, efficient, and up-to-date administrative systems and processes to best serve the organization's needs.



- Establish, maintain, and monitor cash control systems for the organization.

#### ***Payroll Management***

- Implements, maintains, and reviews payroll processing and accounting systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, 401(k) contributions, deductions, and changes to pay rates.
- Maintain current information in the 401(k) financial processing site.
- Submit 401(k) contribution amounts and 401(k) loan repayments to the Processing Center for each payroll.
- Administration of the HRIS system (BambooHR) functions including but not limited to onboarding, offboarding, auditing of information for accuracy, reporting, and documentation of status changes.
- Prepares and maintains accurate records and reports of payroll transactions.
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Facilitates audits and census responses by providing accurate records and documentation.
- Identifies and recommends updates to payroll accounting software, systems, and procedures.

#### **Reporting Relationships and Supervisory Responsibilities:**

- Reports to the Treasurer and Chief Financial Officer
- Supervisory responsibilities: N/A

#### **Education and Experience:**

- Bachelor's degree in accounting, finance, or related discipline required.
- At least five to seven years of accounting experience required.

#### **Knowledge, Skills, and Abilities:**

- Extensive knowledge of general financial accounting.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Highly proficient with accounting and payroll software.
- Experience with SL Dynamics and BambooHR software preferred.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.



- Proficient in Microsoft Office Suite.
- Advanced knowledge of Microsoft Excel, including but not limited VLOOKUP, HLOOKUP, pivot tables, and auditing formulas required.

**Physical Requirements and Work Environment:**

- Regularly sits at a computer station, repetitively enters transactions up to 7 hours per day.
- Typically stands, bends, stoops, and crouches while filing documents manually.
- Must be able to lift objects weighing up to 30 lbs. when moving supplies and records.
- Regularly move about the office to coordinate work.
- Occasional weekend and evening work.

**Salary and Benefits:**

The starting salary for this position depends on the depth and breadth of experience. Regular full-time employees are eligible for benefits package including paid vacation, holidays, sick leave, 100% paid employee health insurance, dental & vision insurance, flexible spending accounts, health reimbursement account with partial employer funding, tuition reimbursement plan, wellness plan, stock options, life insurance, short and long-term disability, tax-deferred 401(k) retirement plan with employer match up to 4%.

**Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signature:**

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Employee Name (Printed) \_\_\_\_\_