

**Job Title:** Accounting/Payroll/HR Assistant

**Reports to:** AR/AP Supervisor

**Department:** Accounting

**FLSA Status:** SNE

**Purpose and Objectives:**

Duties include performing a variety of accounting tasks for Accounting, Payroll, and Human Resources. Assist in the application of accepted accounting and business procedures to the maintenance of accounting and human resources records and files.

**Essential/Specific Duties and Tasks:**

**Accounting - Specific Duties & Responsibilities**

* Prepare the Company Daily Billing Report.
* Update monthly sales reporting
* Populate and publish monthly financial statements
* Prepare and input monthly royalty accruals for licensing programs as applicable. Communicate results and information to external third parties as required for both Uniek and Amanti.
* Prepare and input monthly broker commission accrual. Prepare and send reports to select brokers as requested for Amanti.
* Assist in preparation and filing of monthly, quarterly, and annual Sales & Use Tax returns for both Uniek and Amanti.
* Identify and maintain vendors that require a 1099 or 1042-T form. Complete all required tax payments and forms.
* Assist with tax calendar and fiscal end preparation for external Tax/Audit Accountants.
* Assist in Financial Planning and Analysis projects as assigned

**Payroll/Human Resources - Specific Duties & Responsibilities**

* Assists with all relevant functions in processing of payroll for salaried employee group (semi-monthly pay cycle), hourly employee group (bi-weekly pay cycle), and temporary (weekly pay cycle).
* Ensures timely accurate submission of payroll as well as payroll outputs. I.e. quarterly, annual, and fiscal year payroll auditing and reporting to include areas such as 401k, payroll tax, workers’ compensation and any other payroll information related audits that may come up.
* Monitors and maintains job code definition as related to general ledger postings within ADP Workforce Now and Kronos timekeeping system used for internal reporting.
* Enters and audits accuracy of information within payroll and timekeeping systems.
* Ensures payroll and timekeeping systems are configured to match company policies. Liaison between Uniek, ADP, and Kronos.
* Maintains payroll SOP’s, manuals, and training documents. Implements and/or streamlines procedures within the department to facilitate efficient processing of payroll data.
* Assists with training supervisors and employees on payroll policies and systems.
* Assists employees with pay-related questions
* Prepares periodic payroll-related analysis, statements, and projections.
* Assists with ad-hoc reports as needed.
* Assist with safety, and record retention, and responds to employee requests in a timely and professional manner.
* Assist with creating new hire packets, employee badges, and assigning key fobs.
* Assist with creating/updating job descriptions.
* Assist with background checks, drug screening and employee eligibility verifications through E-Verify.
* Assist with health club reimbursement, safety glasses, safety shoes, and uniform program.
* Assist in ordering, receiving, stocking, and distribution of office supplies.
* Assist with company events such as outings, cookouts, holiday events, etc.

**Qualifications:**

* Associate Degree in Accounting desired.
* Minimum of two (2) years specialized experience in all relevant contractual payroll functions, including maintenance, preparation, balancing, internal control, and payroll law.
* Experience in computerized payroll systems. ADP Workforce Now and Kronos timekeeping experience preferred.
* Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) certification from the American Payroll Association (APA) preferred but not required.
* Understanding of ERP system general ledger and chart of accounts desired.
* Advanced Microsoft Office experience (Excel, Word).
* Experience in interface as well as train all levels of factory management and data processing personnel.
* Character traits should include close attention to detail, ability to deal with confidential information, effective stress management in coordination with multi-tasking, and willingness to adjust schedule according to work requirements.

**Physical Requirements:**

* Prolonged periods of sitting at a desk and working on a computer.
* Must be able to lift up to 15 pounds at times.

### *LIMITATIONS AND DISCLAIMER*

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

------------------------------------------------------------------------------------------------------------------------------------------------------------------

CURRENT INCUMBENT(S): DATE LAST MODIFIED: 8/25