



## **JOB ANNOUNCEMENT**

Hamilton-Madison House is seeking a full-time Accounting Specialist, who will process and manage the agency's payroll by calculating wages based on hours worked and administer payment to employees as well as maintain accurate payroll records. In addition to payroll related duties, the Accounting Specialist will be performing a variety of general accounting tasks in Accounts Payable/Receivable. This position reports to the Chief Financial Officer.

### **Minimum Qualifications:**

- Bachelor's Degree required in Accounting, Finance or other relevant degree
- Proven experience as payroll specialist and experience with general accounting functions
- Solid understanding of accounting fundamentals and payroll best practices
- Knowledge of legislation and regulations in the field
- Experience with ADP Workforce Now and Fund EZ is required
- Proficiency in MS Office and Excel
- Trustworthy and attention to confidentiality; strong work ethics
- Excellent problem solving/judgment skills; high attention to detail and accuracy
- Works well under pressure, meets tight deadlines and target, and able to deliver effective results
- Ability to multitask and adapt in a fast-paced environment with emphasis on accuracy and timeliness
- Excellent written and verbal communication skills
- Experience in Non-profit setting a plus

### **Responsibilities:**

#### **Payroll**

- Prepare, process bi-weekly payroll; review and ensure accuracy of approved timesheets; track and process all payroll deductions
- Coordinate payroll, work closely with human resources, and other department heads to ensure proper flow of payroll processing
- Handling payroll tax filing and all other payroll related issues

#### **Accounts Payable/Receivable**

- Review all invoices for appropriate documentation and approval prior to payment
- Process and code invoices for multiple entities to various cost centers
- Prioritize invoices according to payment terms
- Process computerized check requests
- Tracking credit card bills
- 1099 maintenance
- Respond to all vendor inquiries
- Handle daily cash and ACH transactions

- Work with Billing Department to obtain billing data and enter in the system in timely manner
- Preparation of general entries and reconciling accounts
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Assist in Governmental budgeting, year-end audit

Compensation: Commensurate with qualifications and experience

Hours: Monday to Friday, 35 hours per week

To Apply: Submit cover letter and resume to:

Fax: 212-349-2793

Email: [hrdept@hmhonline.org](mailto:hrdept@hmhonline.org)

Posting date: January 3, 2022

Application Deadline: Until filled

**Hamilton-Madison House is an Equal Opportunity Employer**