

Accounting and Payroll Specialist

ABOUT AGH:

As one of the top 200 CPA and advisory firms in the U.S., AGH has been serving closely held and privately-owned entrepreneurial firms and public sector organizations for more than 90 years. AGH is based in the central U.S., but the firm's reach and specialized expertise available to clients spans the globe. AGH's more than 130 professionals serve as trusted advisors and provide clients with a broad portfolio of tax, assurance and advisory services.

POSITION SUMMARY:

The Accounting and Payroll Specialist is responsible for supporting the Controller in managing the firm's accounting, payroll, benefits, and financial operations across multiple entities. This position combines hands-on accounting responsibilities with payroll and benefits administration, financial reporting, process improvement, and systems optimization.

ESSENTIAL RESPONSIBILITIES:

- **Accounting & Financial Operations:** Maintain general ledger and prepare balance sheet reconciliations. Support monthly, quarterly and year-end close processes. Manage intercompany transactions across multiple entities.
- **Payroll Administration:** Administer semi-monthly multi-state payroll for hourly, salaried and commissioned employees, including accurately calculating commissions, ensuring payroll tax compliance and timely filings and deposits. Manages payroll tax payments.
- **Benefits Administration:** Administer employee benefit programs by coordinating enrollments, qualifying life events, and terminations; educating employees on available benefits; reconciling benefit invoices and payroll deductions; maintaining benefit-related general ledger accounts; and resolving issues with insurance carriers and vendors.
- **Compliance and Risk Management:** Ensure compliance with payroll tax regulations and employment laws; support internal controls and financial reporting accuracy; assist with annual tax processes and external audits, including retirement plan audits; prepare required payroll reports, 1099s, and other compliance filings; and maintain the confidentiality of sensitive financial and employee information.
- **Vendor and Relationship Coordination:** Coordinate with vendors as needed. Maintain productive working relationships with internal departments and external partners.

QUALIFICATIONS:

- Bachelor's degree in accounting (or equivalent work experience).
- Minimum of 3-5 years of accounting experience (public accounting or professional services firm preferred).
- Payroll processing, reporting and payroll tax compliance experience is required.
- Experience with commission payroll strongly preferred
- Experience with Sage 100 a plus
- Strong attention to detail and accuracy
- Strong communications skills with the ability to interact with leadership and staff.
- High level of integrity and confidentiality.

WORKING CONDITIONS

This position has an in-office role. The position entails the use of standard office equipment and may require prolonged periods of sitting and routine use of computer systems.

WHY WORK FOR US:

At AGH, you will find an environment where good work is rewarded, and growth is valued. AGH offers competitive wages to qualified individuals and the opportunity to grow professionally and personally through diverse work experience and formal training. Our top five people initiatives are:

- A challenging variety of work in a continuous learning environment
- Career/life integration
- Flexible work environment with great opportunity for advancement
- Ability to make a difference with clients and influence the AGH culture
- Individualized career pathing