

Payroll Associate

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 80 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:

We are looking for an experienced Payroll Associate who will work collaboratively with the members of a growing outsourcing team. This position will be responsible for all aspects of quality service for payroll and timekeeping clients, including payroll processing, payroll tax compliance and client communication.

ESSENTIAL RESPONSIBILITIES:

Payroll Processing

- Share in the maintenance of all payroll clients
 - Process client payroll and produce checks, vouchers and reports on timely and accurate basis
 - Assimilate all payroll-related data to meet payroll processing deadlines
 - Follow and complete appropriate checklists as assigned
 - Process payroll garnishments, vacation time, insurance, 401(k) and other deductions
 - Communicate regularly with clients regarding missing or unclear information provided
 - Upload direct deposit and retirement plan payments as well as positive pay files
 - Update client information and / or checklists as necessary
 - Research and resolve client problems through written and oral communication
 - Maintain confidential client files
 - Communicate regularly amongst payroll team members
 - Communicate regularly with client contacts via telephone and e-mail
- **Payroll Tax Compliance**
 - Complete all payroll tax deposits by deadline
 - Prepare single and multi-state quarterly and annual payroll tax reconciliations and payroll compliance returns
 - **Administrative**
 - Special projects and other tasks as assigned
 - Filing payroll client information
 - Maintenance of payroll software as assigned
 - Maintaining detailed daily time records of work performed

QUALIFICATIONS:

Technical

- High school diploma or GED required
- Two to five years of experience processing payroll in-house through the entire process
- Experience with multi-state payrolls
- Knowledge of payroll laws

- Proficient in Microsoft Excel, especially with data manipulation and analysis

Production

- Fast, accurate and high attention to detail
- Prioritize and organize job demands and responsibilities to meet high pressure and critical daily deadlines
- Strong problem-solving and critical thinking skills
- High initiative and self-learner

Personal

- Be punctual and have excellent attendance
- Maintain a positive attitude, be reliable, self-motivated and deadline driven
- Excellent written and oral communication skills
- Excellent customer service skills
- Team oriented yet able to work independently
- Take direction from and provide direction to others
- Respectful of confidential information

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