



QUAD Construction is seeking a detail-oriented Accounting/Payroll Specialist to support the operation of the administrative team for our expanding team. This specialist will play a vital role in reconciling invoices to ensure timely and accurate payments are made, entering accounts payable/receivable, performing general payroll processes, and assisting in other areas as assigned.

Core Responsibilities:

- Enters payables and receivables into the financial system accurately and sets up vendors.
- Assists with reconciliation of bank statements and credit card transactions.
- Assists with month-end and year-end closing procedures as well as annual audits.
- Prepares, reviews, and processes weekly payrolls timely and correctly.
- Maintains and processes garnishments within compliance.
- Assists with preparation of payroll tax withholdings and filings.
- Submits retirement reports in a timely manner.
- Prepares various reports as assigned using Excel or software reporting functions.
- Perform administrative and other tasks as needed.

Qualifications:

- High School Education required; degree preferred.
- 1-3 years of general accounting experience
- 1-3 years of experience working with payroll, accounts receivable, and accounts payable
- Continuing education to remain current on laws and regulations pertaining to payroll required.
- Knowledge of Sage Timberline and Timberscan preferred.

Knowledge, Skills, and Abilities:

- Comfortable with Microsoft Office Suite.
- Excellent verbal and written communications skills.
- Good interpersonal skills; able to work effectively with a wide range of individuals.
- Excellent attention to detail and accuracy in entering financial data.
- Strong organizational skills.
- Ability to handle and prioritize multiple tasks and meet all deadlines.
- Knowledge of state and federal wage and tax regulations in addition to principles and practices of payroll and accounting.

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QUALITY CRAFTSMANSHIP,
COLLABORATIVE CONSTRUCTION 

www.quad.build

Formerly Smith & Pickel Construction