

# Accounting and Payroll Specialist

INCUMBENT: TBD  
REPORTS TO: Controller  
LOCATION: Bowling Green, KY  
STATUS: Full-time, Exempt  
DATE: April 2021



## TO APPLY

Please email a résumé, three references, and a cover letter explaining why you believe you would be a good fit for this position to [HR@connectednation.org](mailto:HR@connectednation.org). Compensation range is approximately \$40,000, commensurate with experience and qualifications. Connected Nation is an equal opportunity employer.

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## DESCRIPTION

The Accounting and Payroll Specialist is responsible for general accounting functions at Connected Nation including accounts payable and accounts receivable. This position will process transactions, record and analyze financial information, and assist with accounting reports and projects. The Accounting and Payroll Specialist will also be responsible for payroll processing and other activities as well as assisting the Controller with ensuring compliance with federal and state laws in areas related payroll.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage Accounts Payable by ensuring proper recording and processing of invoices, vendor payments, resolution of problems, and processing of expense reports.
- Manage Accounts Receivable through timely customer invoicing, collections, and resolution of problems with invoices while maintaining solid customer relations.
- Manage all payroll activities including reporting, reconciliation, tax and business registrations, control, and accuracy.
- Maintain payroll system and employee time keeping system including entry of employee information and status changes and verification of all timesheets and earnings records.
- Reconcile AP and AR to designated balance sheet accounts.
- Prepare journal entries and maintain and organize documents related to various accounting files and projects.
- Assist with annual financial audits and help to resolve accounting and financial problems and/or issues.
- Assist the Controller with ensuring compliance with federal and state laws in all areas of payroll, payroll tax, and W-2 and 1099 reporting requirements.
- Collaborate with Human Resources to ensure that all deductions and payroll activities are compliant with payroll laws.
- Perform other duties as assigned.

## EDUCATION/EXPERIENCE

- Bachelor's degree in Accounting or Finance.
- Proficiency with Microsoft® Office Suite applications.

## QUALIFICATIONS

- Proficiency with Financial Edge software preferred.
- Experience with general ledger functions and the month-end/year end close process preferred.
- Working knowledge of federal, state, and local tax compliance regulations and reporting preferred.
- Possess a high level of social intelligence and superior interpersonal skills to handle sensitive and confidential situations.
- Must be able to communicate effectively with all levels of staff.
- Strong analytical, organizational and communication skills.
- Must be able to work independently and under pressure in a fast-paced environment.
- An extremely organized, disciplined, self-directed, hands-on and process-oriented individual who is not afraid of digging into details when necessary.
- Ability to manage and prioritize multiple tasks.
- Strong work ethic and unquestioned personal and professional integrity
- High level of commitment to team and company values
- High degree of attention to detail, establishing priorities and meeting deadlines.
- Willing to travel as needed.
- Valid state driver's license.

## ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to sit at a desk for one or more hours at a time.
- Ability to lift and carry up to 10 lbs.
- Ability to operate computer and equipment in the office.
- Must have sufficient mobility to move around the office and the community.

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*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*