

# WE'RE HIRING!



## Payroll & AP Administrator - Denver

Dominion Voting is searching for an experienced **Payroll & AP Administrator** to join our team in Denver! This position will be responsible for managing and organizing of all functions related to payroll administration and accounts payable, including, but not limited to: recording, processing and obtaining approvals; and Processing all matters in a timely and accurate fashion, including following up on items related to the various accounts payable, payroll and month-end deadlines.

### Responsibilities

#### Payroll:

- Accurate and timely processing semi-monthly multi-state US payroll through Ceridian Redwood/Freedom and Canadian payroll (Ceridian Powerpay) for exempt and non-exempt staff
- Registration and set up of new State and SUI accounts
- Accurate and timely processing of tax remittances, garnishments and employee changes
- On a quarterly basis, review and approve the quarterly federal payroll tax returns and related reconciliation sheets (Form 940, 941, 941x) provided by the vendor
- Responsible for accurate and timely reconciliation, forecasting and reporting of all matters relating to payroll, payroll taxes and employee benefits
- Support payroll/tax audits and providing timely input and implementing any required corrective actions
- Responsible for timely filing and distribution of W2s and T4s
- Prepare various journal entries during the month-end process
- Remain current on labor law and tax requirements to ensure that policies and procedures comply with current state, federal and local laws and inform

#### Accounts Payable:

- Administration of accounts payable into the accounting system
- Research vendor statements, making phone calls and addresses and resolves any discrepancies
- Maintain organized files for paid and unpaid invoices and statements
- Record and prepare monthly sales and use tax filings
- Responsible for timely filing and distribution of 1099s
- Prepare various journal entries during the month-end process

### Qualifications

- Associates degree in finance, accounting or similar required
- Certified Payroll Professional (CPP) designation required
- 5+ years' experience processing US multi-state payroll required; experience processing Canadian payroll is a plus
- 4 years' experience with high-volume accounts payables, including three-way invoice matching, sales and use tax, timely processing of invoices, processing check runs and resolving discrepancies
- Exposure to general accounting functions such as preparing journal entries, balance sheet reconciliations, etc. is nice to have but not required
- Demonstrated experience following, implementing and executing payroll best practices
- Strong computer skills including Microsoft Dynamics GP (Great Plains)
- Strong Microsoft Office skills, specifically Microsoft Excel
- Experience with Ceridian Redwood/Freedom and/or Powerpay preferred, but not required
- Highly detail-oriented, specifically with numbers, schedules, problem-solving, etc.
- Experience and ability to successfully meet deadlines in in a dynamic, fast-paced environment
- Displays confidentiality, as well as, strong verbal and written communication skills
- Excellent organizational skills with the ability to multitask

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