

We're Hiring! Accounting Payroll Clerk



WEBB is currently seeking a qualified candidate for the position of Accounting/Payroll Clerk to work with our Accounting Team. We are looking for a motivated individual with experience in accounting and payroll processing.

WEBB offers a competitive benefits package to all full-time associates which includes:



Mentor Program



401(k)



Membership Sponsorship



Medical



Wellness Program



Vision



Dental



Educational Assistance



Life Insurance



Disability

Requirements & Responsibilities

- Perform accounting/payroll process, data input, coding, and special projects as assigned by the Controller
- Verify timekeeping records; record payroll data, upload and transmit information to payroll vendor
- Ensure compliance with all tax withholdings
- Prepare manual payroll checks as requested
- Maintain benefit deductions, sick leave, and vacation accruals
- High school diploma or equivalent required; Bachelor Degree in Accounting or related field preferred
- Minimum one year of accounting and payroll experience
- Proficient in Microsoft Office - Excel and Word
- Employment contingent upon passing a background check

TOP
 WORK
 PLACES
 2018

To apply, submit your resume to hr@webbassociates.com


webbassociates.com/careers

Albert A. Webb Associates is an Equal Opportunity Employer (EOE)