



Payroll & Accounts Payable Specialist

Earth Services & Abatement (ESA) has been in business for over 35 years. ESA is one of the most highly regarded environmental remediation and demolition firms in the U.S. Consistently ranked among Engineering News Record's Top 20 Firms for Asbestos Abatement and in the Top Specialty Contractors, ESA has completed over 8,000 projects nationwide, and is performing work in 34 states. More information can be found at www.esasite.com.

The Payroll & Accounts Payable Specialist is responsible for processing payroll data to maintain payroll records and processing accounts payable by performing the following duties. This position reports direct to the Controller.

Essential Functions:

- Responsible for weekly processing of a multi-state payroll for 100+ EE's.
- Time entry and transaction upload for multi-state locations.
- Prevailing wage reporting as required.
- Process wage garnishments, child support, etc... including monitoring of wages, taxes, deductions and other withholdings.
- Prepare & process state and federal tax deposits
- Prepare & file Quarterly /Annual Payroll Tax Returns
- Field employee questions regarding their paychecks.
- Prepare and Issue W-2's.
- Prepare account reconciliations as assigned.
- Code and record vendor invoices for payment.
- Process weekly A/P check runs
- Code credit card transactions and reconcile against receipts provided.
- Manage Vendor W-9 files.
- Prepare and issue 1099's.
- Perform other duties, as assigned.

Qualifications:

- Associates Degree in Business, Accounting, Finance or related discipline, preferred.
- 3+ Years Payroll Experience (in-house payroll processing).
- Excellent understanding of payroll processes, state overtime, payroll tax, and related payroll regulations/laws
- Prior construction (job costing) experience preferred.
- Must maintain a high level of confidentiality.
- Detail oriented and possess a positive attitude.
- Strong time management skills.
- Proficient in MS Office application: Excel, Word, PowerPoint, and Outlook required



Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the essential functions of this job, the employee is occasionally required to walk, reach with hands and arms, use hands and fingers to handle or feel objects, tools, or controls; specific vision abilities include reading detailed spreadsheets, a computer screen as well as close and distance vision; while performing the duties of this job, the employee is regularly required to sit or stand for up to 8 hours; regularly required to bend/stoop; occasionally lift, carry, push, pull, up to 25 pounds; talk, hear.

Work Environment

While performing the essential functions of this job, the employee may be exposed to mild noise level in the work environment. The stress level in this position is considered moderate.

We offer a dynamic team-oriented work environment with a benefits package that includes medical, dental, vision, life insurance, paid time off, paid holiday's and a 401(k) plan.

Earth Services & Abatement is an Equal Opportunity Employer: Females/Minority/Veterans/Disabled/Sexual Orientation/Gender Identity