

**PAYROLL STAFF ACCOUNTANT
FINANCE
January 10, 2023**

The Finance Department of the Writers Guild of America West is currently seeking qualified applicants for the position of **Payroll Staff Accountant**. This position is a full-time, non-exempt (hourly) position with comprehensive benefits package. This position is a grade 9.

Under the direct supervision of the Controller, the Payroll Staff Accountant is responsible for administering all aspects of payroll, provides management support for day to day accounting functions, financial reporting and analysis.

ESSENTIAL FUNCTIONS

1. Prepare and process bi-weekly payroll in an accurate and timely manner
2. Maintain all payroll related records and deductions
3. Prepare and process vouchers recording all payroll entries
4. Reconcile payroll data to ensure accurate payments, reporting, and records
5. Manage and update Kronos Workforce Ready timekeeping system
6. Serve as the main contact with external auditors for the year end 401(k) audit and annual workers compensation audit
7. Calculate and process workers compensation, medical/pension, life insurance, dependent coverage vouchers for remittance
8. Maintain member record updates in Epicor database and reissue outstanding member payment checks
9. Perform other accounting functions (AP, AR & General Ledger) as assigned

OCCUPATIONAL REQUIREMENTS

1. Must have a Bachelor's degree in Accounting, or other business related major
2. Must have three to five year experience as a staff accountant or equivalent
3. Complete and in depth understanding of payroll systems and processes, Kronos preferred
4. Must possess excellent skills in verbal and written communication, time management and organization
5. Must be tech savvy and have advanced skills working with Excel and experience using accounting and database programs, Epicor preferred
6. Must be very accurate and have excellent analytical and mathematical skills
7. Ability to work in a complex and rapidly changing environment

PHYSICAL REQUIREMENTS

Sedentary work. Requires visual acuity, reaching, bending, sitting, stooping, twisting, turning, lifting of 20-50 pounds with assistance

MENTAL REQUIREMENTS

Must have the ability to: comprehend and follow instructions; understand and communicate correct information; perform activities on schedule, maintain regular attendance and punctuality and interact with others courteously and professionally. Must have the ability to multi-task and remain calm and focused under pressure.

ENVIRONMENTAL CONDITIONS

Does not require working near hazardous equipment or machines. Minimal or no exposure to noise, dust, gas, odors, fumes.