

Career Opportunity

Payroll and A/P Specialist

The Geological Society of America (GSA) (a 22,000 professional membership organization) seeks a fulltime Payroll and A/P Specialist for their Boulder, Colorado headquarters. This position is excellent for someone with a love for details and numbers. GSA is a great place to work with supportive and professional co-workers.

Responsibilities

Payroll

- Accurately processing bi-weekly payroll with ADP.
- Manage out-of-state employees' payroll and associated out-of-state taxes and returns. Coordinate with payroll processor to ensure registration in states other than Colorado.
- Administer retirement, flexible spending, and HSA accounts and process related payments.
- Process Foundation (The Geological Society of America Foundation) payroll journal entries.
- Monthly, import payroll journal entry form ADP and upload to accounting system.
- Year-end payroll duties, including processing of W2s.

Accounts Payable

- Process incoming invoices including expense account coding, data input, and issuing checks.
- Monthly reconciliation of related GL accounts.
- Year-end 1099s coordination with outside processing contractor.
- Sales tax application process and filing of returns.

Job Qualifications

Knowledge, Skill and Ability

- A minimum of 4 years' accounts payable and payroll processing experience in a professional office required.
- A minimum of 2 years' experience with ADP or a similar payroll system required.
- Working knowledge of automated payroll processing, A/P systems and general ledger accounting.
- Experience with non-profit accounting and fund accounting preferred.
- Accurate and fast data entry skills.
- Excellent customer service skills (internal / external)
- Ability to maintain confidentiality at all times.
- Proficient with MS Office (Excel, Word)
- Self-starter and ability to work independently.
- Able to perform routine tasks timely and accurately.

Working Environment/Physical Activities

- Extensive computer work – 6 plus hours per day, multiple projects and deadlines that create a demanding work environment are standard.

Reasonable Accommodations Statement

- If you are an individual with a disability and desire accommodation please contact GSA's Human Resources.

GSA offers a variety of benefits including medical / dental / vision, 403(b) matching, PTO. Salary range for this position is \$41,120 - \$57,568 (dependent upon experience).

Please submit your cover letter and resume to HR@geosociety.org. Include with the application, a cover letter, resume, and list of three professional references. Individuals with disabilities desiring accommodation in the application process please notify the Human Resources, 303-357-1027, HR@geosociety.org. A review of applications will begin after February 8, 2019.