



Staff Accountant – St. Louis

We are seeking a highly motivated **Staff Accountant - Payroll Specialist** for our **St. Louis** office to join the ABNA family!

This position primarily works directly with the Corporate Accounting Department in the St. Louis office, provides Payroll accounting support companywide and supports with other accounting Duties. In addition to preparing and processing Payroll, you will perform other duties such as, invoices and bills, data entry, filing, and scheduling, coordination of meetings and conferences, purchasing supplies, coordinating direct mailings, sending bill reminders, and contacting clients, printing and copying, assembling highly confidential information, and working on special projects. Interact with internal and external stakeholders. Independent judgment is required to plan, prioritize, and organize a diversified workload.

Areas of contribution:

- Payroll Processing (**heavy**)
- Maintains payroll information by collecting, calculating, and entering data.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, nontaxable wages, maintains accounting confidentiality.
- Determines payroll liabilities using ERP system for employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Pays employees by calculating pay and deductions, processing Direct Deposits
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Accounts Receivable
- Answers phones and take messages or fields/answers questions.
- Prepare written correspondence with clarity and fluency.
- Work directly with Accounting Manager on assignments
- Performs Research
- Assembling Financial Data and confidential information
- Schedules and organizes activities such as meetings, travel, hotel stays, conferences and department activities for all members of the department.
- Establishes, develops, maintains and updates filing system for the department.
- Ordering of supplies
- Sorts and distributes mail, opens mail for the company. Drafts written responses or replies by phone or e-mail when necessary.
- Acts as a liaison with other departments and outside agencies. Handles confidential and routine information, explains policies when necessary.
- Perform general office duties.

Requirements:

- Ability to handle confidential company and personnel information with high degree of discretion
- Excellent oral and written communication skills, professional demeanor, and commitment to customer service
- Ability to multi-task, demonstrated ability handle a variety of projects with competing priority



Education and Experience:

- Associates Degree, Bachelor's degree (**preferred**)
- 2 years of administrative experience.
- At least 2 years of invoice or billing or bookkeeping experience

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Physical Demands

This is largely an office role; however, occasional out of office may be necessary. This would require the ability sit for extended periods of time, to lift files, open filing cabinets and bend, stand or walk as necessary both in the office and at offsite locations.

Location: St. Louis, MO

Salary Range: Competitive & Commensurate with Experience

Opportunity to participate in 401k, medical, and other benefits after standard eligibility requirements are met.

Submission Requirements:

- Interested candidates e-mail resume to jobs@abnacorp.com for immediate and confidential consideration.
- Qualified candidates will be contacted for interview. No phone calls, please.
- Applicants only.
- Recruiters – do not contact this employer.