**Job Description**

Locally owned staffing agency, Total Presence Management, is looking for an in house, full-time, motivated, energetic **Sr Payroll/Accounting Specialist** to join our team in Phoenix, Arizona.

The right candidate will be an enthusiastic, self-starter who will support management- level staff and perform a variety of tasks related to office administration and payroll. This position handles sensitive employee and company information, that requires a high level of professionalism and confidentiality.

**Responsibilities Include:**

* Manage the payroll department to ensure all payroll transactions are processed accurately and timely
* Handle requests for information and data
* Resolve administrative/payroll problems and inquiries
* Knowledge of payroll related processes (i.e. direct deposit, payroll submission, taxation, garnishments, general ledger balancing).
* Answer, screen and transfer inbound phone calls
* General clerical duties including photocopying, scanning and attaching documents
* Participate in month end and year end close out processes
* Ability to find ways to streamline processes
* Ability to provide reporting as needed
* Prepare government filings

**Relevant Skills/Experience**

* Bachelors Degree in Accounting or Finance
* 2+ years of experience in an accounting and or payroll position
* Computer skills and knowledge of relevant software
* Knowledge of operation of standard office equipment.
* Knowledge of clerical and administrative procedures and systems such as filing and record keeping

**Key Competencies**

* Communication skills - written and verbal
* Planning and organizing
* Prioritizing
* Problem assessment and problem solving
* Information gathering and information monitoring
* Strong attention to detail and accuracy
* Flexibility
* Adaptability
* Customer service orientated
* Teamwork
* Experience working in dynamic and fast-paced environment

**Benefits:**

* 100% employee paid medical benefits
* Paid time off

If interested please reach out to Katie Eberhart at eberhartk@totalpresencemgt.com