



Pacific Studio is looking for an **AP/Payroll Specialist** to join our team! The **AP/Payroll Specialist** is responsible for successfully providing timely and accurate support in the major financial areas of accounts payable, payroll, related journal entries, and account reconciliations.

We are looking for a detail-oriented team player who has the proven ability to maintain confidentiality and work independently, accurately, and efficiently.

**Essential Duties and Responsibilities:**

- Provide timely and accurate supplier payments by entering accounts payable and processing checks weekly; maintain the filing of transaction documentation
- Coordinate resolution of quantity and pricing discrepancies or of missing invoices with the authorized purchaser and/or vendor
- Reconcile credit card statements
- Complete annual 1099 reporting
- Provide timely and accurate payroll processing bi-weekly; calculate complex multi-state payroll functions, including prevailing wage and certified payroll reporting
- Reconcile payroll deductions and coordinate payments to benefit providers
- Create bi-weekly journal entries to update Epicor with payroll expenses and tax accruals
- Administer employee benefits in an accurate and timely manner
- Facilitate new employee orientation and enrollment into the benefit plans; coordinate and collect paperwork for new employees
- Maintain employee master records in Paychex; maintain organized files of personnel information, payroll registers, and payroll tax reports
- Enter cash receipts from deposits made by the Controller
- Assist Controller with month-end close
- Make journal entries for areas of responsibility; reconcile assigned balance sheet accounts monthly
- Maintain positive rapport with suppliers and staff
- Perform other duties as assigned

**Minimum candidate requirements:**

- Either Bachelor's degree in accounting or related field, or equivalent combination of education and experience
- Strong proficiency with MS Office, specifically Word and Excel
- Ability to maintain absolute confidentiality and discretion regarding personnel issues and other sensitive information
- Exceptional written and verbal communication skills
- Ability to work effectively under pressure, establishing work priorities and maintaining a high level of productivity
- Ability to exercise independent and appropriate judgment

**Preferred Qualifications**

- Understanding of and previous experience with Paychex Flex
- Previous experience in an art/production/manufacturing type of environment
- Understanding of and previous experience with Epicor or other ERP databases

**How to Apply:**

Please apply directly with Traci Thomas at [tthomas@pacificstudio.com](mailto:tthomas@pacificstudio.com)

*Equal Opportunity Employer/Disabled/Veterans*