Job Title: Accounting/Payroll Specialist
Reports To: Controller
Revision Date: December 2022

Department: Finance & Admin
FLSA Status: Non-Exempt

POSITION SUMMARY:

Responsibilities include compiling and maintaining accounts payable records and related cash reporting, payroll processing, as well as certain general ledger and other accounting records by performing the following duties on the computer-based accounting systems of Visit Albuquerque.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Accounting

- Reviews general ledger accounts on a routine basis and propose appropriate adjustments as required.
- Checks and approve all vouchers for payment, preparing invoice deduction notices, as necessary.
- Answers all vendor inquiries accurately and in a timely manner.
- Prepares journal entries for "in-kind" transactions and monthly overhead allocations, and other journal entries, as needed.
- Responsible for entering partner-related in-kind and expense information into the CRM system and reconciling to the financial system.
- Analyzes vendor accounts and negotiate extended terms with vendors when cash is restricted.
- Prepares accounts payable checks.
- Prints all accounts payable reports and maintain all accounts payable files.
- Prepares analysis of accounts, as required for monthly closings and annual closings.
- Assists with accounts receivable and special projects, as necessary.
- Assists in the annual audit as the contact for detailed information.
- Primary responsibility for reviewing and correcting all expense reports, insuring complete documentation and support as required by law and Visit Albuquerque policies. Prepare support for cash receipts, including proper...
allocation by account and by customer.

- Runs month-end audit checklist and support documentation.
- Initiates positive changes and process improvements as needed.
- Serves as primary support for the Controller.

**Payroll**

- Enters all new employees and payroll-related changes submitted by HR into system of record (including the organization’s payroll system). Prints Employee Personal Status Sheet reports with the necessary back up for Controller to approve.

- Prepares and maintains all payroll system processing (biweekly). Balances to Visit Albuquerque reports and General Ledger accounts. Reviews Payroll report and prepares payroll JVs every pay week.

- Prepares Payroll Accruals including: Vacation, Incentives, 401(K) and tracks vacation/sick time. Verifies payroll system accruals with each payroll.

- Processes payroll garnishments as necessary. Calculates bonus payments and reconciles to employee’s records as necessary.

- Maintains 401K records, withholdings, & contributions. Prepares quarterly reconciliations with 401(K) provider reports. Processes 401K employee contributions and employer match for entry to 401(K) provider database every payroll period. Calculates and posts monthly accrual of discretionary contribution and enter payment in 401(K) provider database annually. Maintains employee loan payments to 401(K) provider. Provides information for discrimination testing.

- Prepares workpapers for and serves as contact point for Worker’s Compensation audits.

- Calculates taxable portion of Group-Term Life before calendar year-end and enters on Payroll worksheet.

- Reconciles various benefits provider billings, updating with new payroll information as necessary.

- Provides information for discrimination testing on Section 125 Cafeteria Plan. Coordinates Section 125 open enrollment, organizes forms, collect employee election forms and communicate changes to Section 125 provider.

- Prepares annual employee benefits report including letter to all employees indicating ACVB-paid benefits as a percent of base salary.

- Serves as backup receptionist as needed

- Must maintain a professional appearance at all times keeping within industry standards and Company policy.

- Demonstrate professional and ethical conduct at all times in accordance with Company policy.

- Contributes to a positive workplace environment by demonstrating superior customer service skills in dealing with internal and external customers, speaking positively when referring to Visit Albuquerque, and acting and speaking in a courteous manner at all times.
QUALIFICATIONS

Education/Experience

- Associate’s Degree in Business or Accounting and/or 2 years commensurate accounting/payroll experience. An equivalent combination of education and experience will be considered.

Required/Acquired Skills, Knowledge and Competencies

- Experience with modern accounting software; Sage Intacct or similar experience a plus.
- Proficient in MS Office programs, especially Excel.
- Knowledge of MS Teams/Office 365 a plus.
- Knowledge of CRM software systems a plus.
- Knowledge and appreciation of Albuquerque
- Understanding of accrual-based general ledger accounting.
- Knowledge of and ability to independently use professional accounting skills.
- Ability to operate a 10-key adding machine, calculator, copiers and other office-related equipment.
- Ability to collaborate with different people across the company and maintain confidentiality.
- Ability to handle multiple priorities and to organize large amounts of information.
- Strong written, verbal, problem solving and analytical skills.
- Ability and willingness to make routine decisions independently.
- Ability and willingness to establish and maintain accurate filing systems.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

While performing the duties of his job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities
required by the job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The office work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment is an air-conditioned, heated office with a moderate noise level.

**ACKNOWLEDGEMENT**

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an all-inclusive statement of duties, responsibilities or requirements and does not imply a contract.

I have read and understand all of the elements of the above-stated Position Summary, Essential Duties and Responsibilities, and Qualifications of this position. By signing this job description, I acknowledge and agree to these requirements.

Signed By:  
Employee Name ___________________________  Date _____________
Accounting Payroll Specialist

Approved By:  
_________________________________________  _____________
Controller  
Date

HR Init. & Date

Rev. March 2021