

**Position: Accounts Receivable / Payroll Specialist**

This position reports to the Controller of the club and works directly with the membership, resolving inquiries to billing. The position submits payroll and member billing and deposits members payments. This is a position that requires confidentiality and tact dealing with members who have questions about their monthly billing and employee’s personal information.
This position is traditionally Monday through Friday in a person position working directly with the administration staff including all senior managers for payroll and assistant and general manager on member related issues.

**Responsibilities:**

• Respond to basic client inquiries and other clerical tasks related to maintaining the accounts receivable records for the club

• Prepare monthly receivable statements

• Process daily remote deposits using bank software

• Verify status of delinquent accounts and solicit payments on overdue accounts

• Process payroll including timecards, commissions, and all other compensation on a biweekly basis

• Process correct garnishment calculations and compliance

• Reconcile payroll prior to transmission and validate confirmed reports

• Perform compliances for unclaimed property payroll checks

• Process accurate and timely year-end reporting when necessary

• Develop ad hoc financial and operational reporting as needed

• Process manual checks if necessary

• Distribute paychecks

• Manage workflow to ensure all transactions are processed accurately and timely

• Reconcile and process reciprocal club statements

• Compile reports associated with non-member revenue for yearly tax return

• Order and keep inventory of all office supplies

• Other duties as needed

**Qualifications:**

* 2-4 years’ experience in accounting and payroll.
* Working knowledge of payroll best practices.
* Strong knowledge of federal and state regulations.
* Strong PC skills including proficiency in Excel.
* Working knowledge of payroll software.
* Strong work ethic and team player.
* High degree of professionalism.
* Ability to deal sensitively with confidential material
* Strong interpersonal (verbal and written) communication skills.
* Ability to communicate with various levels of management.
* Decision-making, problem-solving, and analytical skills.
* Solid understanding of accounting fundamentals
* Organizational, multi-tasking, and prioritizing skills.

**To Apply:**
Responses go to davidn@thecarriageclub.com, with cover letter and resume.