



Payroll and Accounts Payable (AP) Specialist – Topsham, ME

Crooker Construction is looking to hire a detail orientated and organized candidate to join Team Crooker as the Payroll and Accounts Payable (AP) Specialist. In this role, the selected candidate will be the lead for the payroll and accounts payable processes.

The essential duties and responsibilities for the role include; but may not be limited to:

- Payroll - processing weekly payroll, preparing and submitting quarterly and annual reports (i.e. 941, W-2s, 940, etc.), submitting certified payroll, and managing employee deductions for 401K, HSA contributions, and other items in our payroll system.
- Accounts payable - coding invoices, data entry of invoice details, processing check payments, sales tax reconciliation, and preparing and submit off road fuel tax refund.
- Other accounting duties such as basic filing, scanning and recordkeeping using Adobe PDF, and backing up the Receptionist during breaks may also be assigned by the Controller and/or Director of Finance as the selected candidate becomes familiar with the company.

This position requires the ability to function comfortably both independently and in a team environment. The selected candidate must have strong attention to detail, excellent customer service skills, and strong verbal and written communication skills.

Previous experience processing payroll is required. The selected candidate must have experience with and be proficient using Microsoft Excel to enter data, utilize and create formulas, and to analyze data. This position is full-time hourly and year-round.

Qualifications and Requirements:

- Demonstrated ability to maintain confidentiality
- Excellent verbal communication, interpersonal, and customer service skills.
- Advanced understanding of administrative and clerical procedures and systems.
- Proficient with Microsoft Office Suite and related software.
- Experience with an enterprise resource planning (ERP) system, Foundation is a plus.
- Knowledge of certified payroll reporting is a plus.

Benefits: Working with a great team, vacation time, holidays, group health and dental insurance, 401k and profit sharing, short and long term disability, life insurance, and much more!

To apply: Apply online, <http://www.crooker.com/employment-application/> or email your resume to jobs@crooker.com