



POSITION DESCRIPTION

Job Title:	Payroll & Accounting Administrator	Location:	Gurnee, IL
Department:	Finance	Reports To:	Controller

GENERAL SUMMARY

Payroll

Administer payroll for approximately 150 - 200 employees in North America. Manage accurate and timely processing and auditing of payroll. Develop, communicate and maintain payroll policies and procedures within Federal and State guidelines.

Accounting

Process monthly account reconciliations and journal entries. Reconcile Sales and Use Tax and manage periodic reporting.

Ohio Medical is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, national origin, religion, gender, age, marital status, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by law.

KEY RESPONSIBILITIES (Include but not limited to)

- Manage bi-weekly multi-state payroll, including commission, bonus, payroll changes, new hires, terminations, salary increases, bonus, and calculation of retro pay.
- Develop standards in compliance with state wage and hour laws including overtime, double time, California terminations, manual checks, vacation benefits utilization and liability calculations. Proactively audit reports and ensure 100% compliance to one-over-one approval for any payments.
- Manage auto allowance, reimbursements, and supplemental wage requests.
- Manage time and attendance collection for data necessary to process payroll including data entry, vacation accruals and other re-imburements.
- Develop and maintain up to date payroll policies and procedures. Resolve payroll discrepancies by managing WorkForce and ADP policies and procedures. Maintain relationships with HR and Corporate partners to ensure seamless working relationships. Proactively audit on-going allowances for continued relevance and accuracy.
- Responsible for processing all payroll related general ledger journal entries and completing related account reconciliations for US and Canada.
- Develop and drive written and verbal communications to employees regarding payroll issues.
- Sales and Use Tax / Periodic Reporting
 - Reconcile sales tax from Avalara to sales reports in Epicor
 - Send monthly report to 3rd party sales tax preparer



- Maintain a list of sales tax and periodic reporting (e.g. annual reports) by state with due dates
- Research and resolve sales tax and reporting issues communicated from government agencies
- Process monthly account reconciliations and journal entries per accounting close schedule
- Assist other accounting staff, as needed, in performing accounting functions and maintaining effective accounting processes.

REQUIREMENTS FOR THIS POSITION

a. Professional Experience

- Minimum 3 - 5 years related experience
- Manage and own large payroll and related process (+200 employees)
- Handle multi-state payroll and payroll taxes
- Payroll and Time & Attendance software experience

b. Education

- Associate degree in Business, Accounting, Finance or related field preferred
- Bachelor's Degree preferred