



## **JOB DESCRIPTION**

**POSITION** Payroll Accountant  
**DEPARTMENT** Administrative  
**REPORT TO** President

### **GENERAL SUMMARY**

Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities for Integrated Security Solutions, Inc. Provides services including supervising and coordinating office management, travel, and other duties as required.

### **ESSENTIAL DUTIES AND FUNCTIONS**

Manages the financial and accounting activities of a fundamentally US Government technical contracting company using QuickBooks. Responsible for payroll, accounts receivable, payable as well as employee pay. Maintains records for payroll as they apply to US Government contracts including Service Contract Act wages and Davis Bacon Wages as applicable. Assists the President in overseeing the daily operations of office procedures in support of the administrative activities and staff. Provides general oversight of administrative functions of the administrative staff including travel, office policies and procedures and other administrative functions. The duties of staff supervised include answering and directing telephone calls, typing, mailing, faxing, FedExing, filing, maintaining records and files in accordance with company policy, company supplies, travel arrangements and expense claim forms, travel calendar and company events. Participates in reviewing project proposals and cost estimates. Screens procedures and ensures procedures are in place to accomplish these duties. Advises and recommends to company management any modifications which may be felt necessary to accomplish these office functions.

Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

Compute taxes owed and prepare paperwork ensuring compliance with payment, reporting and other tax requirements; including those of other States worked in.

Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.

Report to management regarding finances of Company.

Establish tables of accounts, and assign entries to proper accounts.

Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.

Develop, implement, modify, and document record keeping and accounting systems, making use of current computer technology.

Survey operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems.

Work with State governments/agencies/and contractors to comply with requirements of Company, including unemployment compensation, certified payroll, bonding, and other financial requirements required for completion of Projects.

For multiple entities, handle various aspects of check writing and ledger, general ledger, billing, accounts receivable, accounts payable, payroll, budgeting and other reporting functions. Reconciles accounts and transfers between various Projects. Works directly with management.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Knowledge of general company office procedures and requirements. Knowledgeable of federal and state tax requirements, payment procedures as well as benefit programs such as health care payment, 401k payments and other benefit related activities. Knowledge of economic and accounting principles and practices, banking and the analysis and reporting of financial data. Knowledge of principles and processes for providing customer and personal services. This includes meeting quality standards for services and customer satisfaction. Proficient in use of QuickBooks is mandatory. Knowledge of laws, legal codes, precedents, government regulations, executive orders and agency rules. Ability to use computers, software, enter data and process information. Also, should have a good understanding of spread sheets, and excel. Must meet deadlines. Ability to work with others well. This position requires periodic drug testing, a valid driver's license, background check and the ability to obtain a U.S. Government Security Clearance.

## **EDUCATION AND/OR EXPERIENCE**

Bachelor's in Business or other beneficial subjects. CPA or Masters in Business a plus. Minimum 2 years experience in accounting/bookkeeping. Experience with Accounts Receivable, Accounts Payable, Payroll and taxes, Collections, Business Taxes and Financial Statements.

## **SUPERVISION**

Position directly supervises the Administrative Assistant.

Position reports directly to the company President and is under his general direction.

## **LANGUAGE SKILLS**

Must have a decidedly academic manner, enjoy detail and be very organized. Must be able to work quick, clean and complete – no loose ends. Should be able to communicate well with others and particularly management to include being capable of writing letters and official correspondence. The ability to communicate information and ideas in writing so others will understand. Providing information to management and co-workers by telephone, in written form, e-mail, or in person. Works as part of a team by contributing to company goals, offering input and pursuing new ideas.

## **REASONING ABILITY**

Using logic and reasoning to identify the strengths and weaknesses of alternative solution, conclusions or approaches to problems. Understanding the implications of new information for both current and future problem-solving and decision-making. Understanding written sentences and paragraphs of work related documents. Understanding of company office procedures and policies. Directs unusual or complex problems encountered to company management for input.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to perform in an office environment.

## **WORK ENVIRONMENT**

The employee regularly works in an office environment with low to moderate noise. Professional development opportunities at company cost will be made available as deemed appropriate by management.

## **OTHER REQUIREMENTS**

Employee must have the ability to become bonded.