



JOB POSTING: **PAYROLL & ACCOUNTING CLERK**

Beisser Lumber is currently seeking a full-time payroll and accounting clerk to process payroll and assist with human resource matters and accounting functions. If interested, please provide your resume or application to Rob Lambertsen at your earliest convenience. We will be collecting resumes and/or applications through the end of the month. Thank you.

DATE: February 17, 2017 REPORTS TO: Rob Lambertsen, HR Manager, and/or Tim Harmeyer, VP-CFO

ESSENTIAL JOB FUNCTIONS:

- Check computation of time clock entries and research any differences.
- Process payroll through the use of computerized software calculating total earnings, overtime, taxes, insurance premium deductions, garnishments, and similar factors.
- Transmit ACH files electronically to bank and initiate deposit of semi-weekly federal tax obligations.
- Assist in carrying out various human resources programs and procedures for all company employees.
- Benefits administration including claim resolution, change reporting and approving invoices for payment.
- Participate in recruitment effort, new employee orientations, and conduct reference checks.
- Backup Accounts Payable and Credit & Collection clerks with their duties and responsibilities.
- Invoice customer sales orders and review customer credit memos on a daily basis.
- Process sales tax filings for Iowa and other states as needed.
- Reconcile general ledger accounts and other accounting activity as assigned.
- Other duties as assigned.

MINIMUM JOB REQUIREMENTS:

- GED with 2-5 years of related training and/or experience.

SKILLS:

- General understanding of accounting/payroll principles and being able to apply these according to established company practices. Ability to process information with limited supervision. Ability to follow basic written and verbal instructions as well as do basic math calculations. Good interpersonal skills while maintaining confidentiality.

TYPICAL PHYSICAL AND/OR MENTAL DEMANDS:

- Requires extended periods of sitting with some standing, walking, bending and a normal range of hearing and vision.
- Requires the ability to occasionally lift and carry up to 25 pounds.
- Requires manual dexterity sufficient to operate standard office equipment with a significant amount of time using a keyboard.

WORKING CONDITIONS:

- Work in a typical office type setting.
- Work for up to 8 hours per day, overtime on an as need basis only.

www.beisserlumber.com

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