



## **Bookkeeper/Payroll Administrator**

We are a family-owned business who share 50+ years of love for what we do. Having a passion for your work is important to us. DeLaveaga Golf Shop, Disc Shack and The Grille at DeLaveaga are in our hearts and soul. We strive to create a culture where every voice is heard and no idea is too small. Inclusivity is our moto and working as a team suits us best. At DeLaveaga, we are always thinking outside the box to create a unique and special place. We support each other as a team and work hard to execute our company's vision. Come join our DeLaveaga family and become part of our team!

### **Bookkeeper Job Responsibilities:**

- Maintains records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance.
- Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
- Maintains subsidiary accounts by verifying, allocating, and posting transactions.
- Balances subsidiary accounts by reconciling entries.
- Maintains general ledger by transferring subsidiary account summaries.
- Balances general ledger by preparing a trial balance; reconciling entries.
- Maintains historical records by filing documents.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Contributes to team effort by accomplishing related results as needed.

### **Payroll Administrator Responsibilities:**

- Gathers and tracks time records of employees and calculates hours worked in order to make accurate payments
- Ensures the payment of employees – weekly, biweekly or monthly
- Acts as a receptionist to the payroll department by answering all questions relating to employees payments
- Maintains records of regular deductions from employees payments such as garnishments, deductions, etc.
- Coordinates efforts between the payroll department and other departments in order to ensure accurate employee data
- Handles and monitors the use of the electronic timekeeping system

- Maintains employees records; including the correct entry of changes in employees status
- Ensures maximum compliance with local, state, and federal laws and regulations
- Ensures prompt update of all software for accurate payroll processing and administration
- Prepares and applies accounting standard to all financial matters
- Ensures the proper filing of tax and voluntary deduction reports
- Ensures the updating of the organization's payroll procedures
- Creates a company's salary sheets and reports
- Updates salary sheets and schedules
- Ensures the submission of payroll reports and sheets for timely processing of staff salary
- Trains departmental staff on how to handle the computerization of the payroll system
- Completes additional accounting tasks as assigned by the organization.

This is a part-time position working up to 20 hours per week. Compensation commensurates with experience. Benefits to include: discounts on Golf Shop merchandise, discount on food & beverage purchases and complimentary golf play & practice. Ability to work-from-home option available during COVID-19 shelter in place orders. Additional availability may be required during tax season.

#### Bookkeeper/Payroll Administrator Qualifications/Skills:

- Possess Bachelor's degree in any of Business Administration, Accounting, or Finance
- Experience in working with multiple legal entities under different legal umbrellas
- Developing Standards
- Analyzing Information
- Dealing with Complexity
- Reporting Research Results
- Data Entry Skills
- Accounting
- Ability to exercise Statements of Financial Accounting Standards (SFAS Rules)
- At least 3 years cognate experience in Payroll Administration
- Excellent computer skills in Microsoft Word, Excel, Access, and other applications such as Quickbooks Accounting software
- Ability to exercise discretion at all times
- Must maintain confidentiality in the course of work
- Ability to work under pressure
- Must possess strong organizational skills
- Strong ability to pay attention to detail and perform tasks accurately
- Ability to handle multiple tasks and also meet deadlines
- Excellent problem-solving skills
- Excellent time management skills
- Must be able to demonstrate sufficient knowledge in the area of payroll taxes
- Proficiency in the use of the timekeeping system will be an added advantage

- Possess outstanding accounting and math skills
- Ability to work with a team as well as with external auditors
- Excellent administration skills

DeLaveaga Golf Shop, Disc Golf Shack and The Grille at DeLaveaga are equal opportunity employers. It is our policy to abide by all federal, state and local laws prohibiting employment discrimination solely on the basis of a person's race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition (including, but not limited to, cancer related or HIV related), marital status, sex, gender (including sex stereotyping), age, sexual orientation, military status, or any other protected status except where a reasonable, bona fide occupational qualification exists.

Please send or email resume to:

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