



**BILLING/PAYROLL PROFESIONAL**

**Department:** Accounting

**Reports to:** Accounting

Manager/Billing Supervisor

**Revised:** February 2019

**Location:** All States Asphalt, Inc.

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**Position Summary:**

This position is an entry position in operational accounting that will be split between billing and payroll. This professional is a skilled position that is responsible for full-cycle processing of employee payments, including receiving, analyzing, and entering employee time cards, withholding data, and processing of certified payroll reports. They will also be responsible for processing of customer billing, including electronically importing or manually entering billing tickets, and billing of materials and contracts. The candidate must have excellent data entry skills, analytical capabilities, and a passion for customer service.

**Essential Functions:**

- Daily receiving and processing of employee timecards and supervisor/ foreman reports
- Analyzing payroll to ensure compliance with union contracts, prevailing wage requirements, etc.
- Analyze payroll reports to ensure accurate withholdings and accruals of various liabilities
- Prepare and transmit employee payments
- Review subcontractor certified payroll reports to ensure compliance with contracts
- Research and resolve timecard or pay discrepancies
- Daily import from a variety of systems to record material sales tickets; manually entering material sales tickets
- Daily entry of contracting billing information based upon billing instructions
- Daily invoicing of material and contract sales
- Other duties as assigned

**Skills Required**

- Strong knowledge of payroll processes; experience with union and prevailing wage contracts
- Strong knowledge of federal and state labor laws
- Basic knowledge of billing process
- Ability to identify a variety of billing documents and matching of source documents
- Ability to enter a large volume of data timely and accurately
- Commitment to continuous improvement
- Proactive nature, with a sense of urgency to handle multiple tasks and deadlines in a fast-paced, ever-changing work environment
- Analytical focus to be able to identify trends, discover causes of variances, and identify improvement opportunities
- Intermediate skills with standard office software (MS Excel, MS Word, MS Outlook)
- Ability to analyze and follow detailed procedures, propose new procedures as needed
- Excellent oral and written communication skills

**Work Conditions**

The noise level in the work environment ranges from moderate in the office to occasionally loud at field locations.

## **Physical Demands**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, see, use hands, reach with hands and arms, handle, feel, talk, and listen. Employee may sit for an hour or more at a time. The employee must frequently lift and/or move up to ten pounds.

## **Position Requirements:**

- High school diploma required, AS in Accounting preferred
- 3-5 years of general accounting experience to include payroll, accounts payable or accounts receivable (internal applicants may be appointed with less than this)

## **Independent Action:**

Performs work independently within scope of established guidelines and practices.

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must be able to pass a physical and drug screen. The requirements listed above are representative of the knowledge, skill and/or ability required. Any physical demands or work conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.