Payroll & Accounting Specialist

Fullsteam is a rapidly growing, fast paced, private equity-backed software and payments company headquartered in Auburn, AL. The company was formed in 2018 and is rapidly expanding through a combination of acquisitions, organic growth and driving additional revenue / efficiencies.

This Payroll & Accounting role is new position and reports to the Controller.  The Finance team seeks highly qualified candidates with solid payroll and accounting experience in areas such as invoicing, payment processing and general ledger entry.

The successful candidate will also demonstrate business level thinking and a proven ability to succeed and grow, particularly in an entrepreneurial, hands-on, high growth, environment.

More specifically, the role involves:

* Analyzes, prepare and input payroll and benefits election data, commissions, bonus, garnishments and payroll corrections. Add or remove new / terminating employees and their benefits data. Ensure accuracy of payroll.
* Post payroll related journal entries
* Ensure compliance with applicable wage laws.
* Register new companies for state unemployment, withholding and sales & use tax numbers
* Work with assigned companies to enter daily accounts payable and accounts receivable into our software systems. Will make sure everything is coded correctly to ensure month end close is correct.
* Manage the general ledger entries for multi-entities to help facilitate the month end close.
* Coordinate and integrate employees from newly acquired companies into Fullsteam’s current payroll practices.
* Evaluates existing processes and design and implements process improvements (collaborating with Accounting and Human Resources staff), develop and implement best practices.

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The ideal candidate will demonstrate the following attributes and successful experience:

* Experience in acquisitive, geographically dispersed and diverse businesses with several hundred employees
* Month-end close process including monthly flash reporting
* Accounts Payable, Accounts Receivable and Billing
* Deep understanding of all accounting rules and principles
* Revenue recognition of software, services, SaaS and maintenance contracts
* Customer invoicing and vendor payments, particularly in a shared services environment
* Detail oriented, well organized and flexible
* Solid knowledge of payroll administration, including state and federal regulations.
* Ownership, accountability, prioritization and a recognition of what needs to get done and how to accomplish it
* Understanding of GAAP relative to these responsibilities
* Experience with diligence and rapid on-boarding of newly acquired companies

Requirements:

* Bachelor’s or Business Associate degree, preferably in accounting, finance, human resources
* 4+ years of progressive payroll processing experience
* 4+ years accounting/bookkeeping systems experience
* BS Degree preferably in Accounting or Business
* Strong Excel skills
* Strong work ethic, sense of urgency, accountability and integrity
* A sound entrepreneurial spirit, operational thinker in a fast paced, evolving organization

Qualified candidates should send their resumes to accounting.careers@fullsteam.com.  Please also include a cover note in the email body with additional information which are helpful in understanding your background and fit for this opportunity, if needed.

Fullsteam provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.