



Certified Laboratories

Certified Laboratories has a temporary opportunity for a successful and detail oriented **Payroll Associate** who will be responsible for preparation of weekly payroll and assist in preparation of monthly financial statements as well as ancillary reports for all divisions of the company and support efforts of the Accounting Department.

If you share our values – Ethical, Adaptable, Reliable, Accurate, Collaborative, Client Focused, Dedicated, Skilled, Innovative - and wish to develop in a dynamic environment focused on the future, then join us!

Essential Functions

- Prepare and process weekly payroll by reviewing timesheets for accuracy, record paid time off, post on the general ledger for payroll in QuickBooks.
- Assist in preparation of monthly financial statements and ancillary reports for all divisions.
- Adhere to deadlines for accurate and timely issuance of financial data, closings, and month end functions.
- Work effectively, in conjunction with other departments and various members of the Accounting staff to support and meet business expectations.
- Provide General Ledger analyses as requested.
- Maintain an understanding of the company policy about payroll and benefits to ensure correct application thereof.
- Prepare schedules and facilitate successful completion of Workers' Comp and 401K Audits.
- Assist the Payroll team in the successful implementation of the ADP HRIS.

Requirements

- BBA or BS/BA degree with one to two years of Payroll experience in multiple states and accounting experience.
- Strong quantitative skills and proven attention to detail with effective organizational skills.
- Must have excellent verbal and written communication skills.
- Must have strong Microsoft Excel Skills and experience with QuickBooks and Paycom Payroll/ADP software preferred.
- Experience with Net Suite is a plus.
- Ability to multi-task and organize.

We value our employees as they are the key to our success. Our commitment to your success is enhanced by a competitive salary with an extensive benefits package. We work to maintain a progressive and collaborative work environment where we empower people and provide them with opportunities to develop their long-term career.

Certified Laboratories, Inc. is one of the largest, private, independent laboratories in the nation and is located in New York, Illinois, and California. Each of our laboratories has its own area of expertise and is acknowledged as a leader in the field of food safety and analysis.

Certified Laboratories values diversity in its workforce. The company is firmly committed to a policy of Equal Opportunity and will administer its policies in a manner that treats each employee and applicant for employment on the basis of merit. Certified Laboratories will take affirmative action to seek out qualified applicants without regard to race, color, religion, sex, national origin, age, handicap, or veteran status.

Please visit us at www.certified-laboratories.com
and for more information, contact
Ancy Mathew at amathew@certified-laboratories.com