

## Accounting/HR & Office Manager Job Description

Employee Benefits Administrator (Health, Dental, Life, Supplemental Life, Voluntary Vision, AFLAC, HSA)

Employee / Broker / Plan – point of contact for eligibility / changes / updates

401K Administrator / Trustee

Employee contribution funding / Company match calculations & funding

Annual 401K Census

Cycle 3 Restatement

Employee / TPA Administrators / Record Keeper - point of contact for eligibility changes / updates / loans

Company Insurance Administrator / Trustee

Broker / Auditor – point of contact for changes / updates / annual audits

Apprenticeship Program Sponsor Representative

Apprentice / School / DOL – point of contact for updates / issues / grades

Annual Apprentice Registration & DOL Apprentice Application

DOL Wage updates / Apprenticeship completion certification

Accounting Manager

Oversee workload of two accounting associates (AP & Billing)

Weekly Payroll, Payroll Tax, Employee HSA & 401K contribution funding – review & submission

Quarterly & Annual Payroll Tax calculations & filing

Annual W2, 1099-misc, 1099-NEC creation & filing

Certified Payrolls utilizing QuickBooks & LCPTTracker / LCP Certified

Annual Business License calculations & filing (currently 16)

Annual Business Property Tax calculations & filing

Virginia New Hire Reporting

Annual OSHA reporting

Sales & Use tax - Calculations / Filing

Bank Reconciliations (2) & Corporate Credit Card Program Administrator (currently 56)

Liability (Employee Benefit & Company Vendors) Reconciliation & Payment

Vendor Payments & Customer Payment Application / Deposits

Commissions – verify margins, submit for approval, process through Payroll

Billing & Set-Up in QB – Maintenance Contracts / Time & Materials (Trello)

Customer Specific Billing Submissions – Corrigo, Yardi, Taulia, Coupa, Versatex, Paymode-X, Rapids Workflow, Textura, Proliance, Ariba

Job Set-Up in QB & hard copy for accounting files:

Review Contracts & obtain required documents (COI, WOS, Wage Determination, PO, Retainage, Badging)

Set-Up / Update Wage Determination Rates / Fringe in Payroll per job per electrician/apprentice status

Employee Set-up in QB – ensure all federal, state & employment forms are completed

Maintain / Update all Employee records - certifications, reviews, write-ups

Maintain / Update Davis Bacon Wage by Job spreadsheet to ensure compliance to contract & apprentice rate update in QB per Job/Year/Semester

Facility Badging - Point of Contact for Customers / GC for initial badging requirements & renewals