

AtWork is hiring!

1. **Accounts Payable experts** (*Temp to Hire, salary \$19 - \$23 per hour*)

The perfect candidate has an in-depth knowledge of the Full Cycle Accounts Payable process and can effectively manage the workflow in a fast paced and paperless environment. If you have experience in 3-Way match recon and G/L coding, love to research and solve issues, have strong customer service skills, and are extremely organized, then this is a great environment for you! Requires a minimum of 2 years of Accounts Payable experience, an Associate's degree or higher, strong system skills and Excel including Pivot Tables and V-lookup, experience with SAP or other large ERP systems.

2. **Full Cycle Payroll and Benefits specialist** (*Direct Hire, salary \$22 - \$25 per hour*)

Federal and State experience in quarterly and annual Payroll tax reporting required. Must have knowledge and ability to verify accuracy and approvals of time off requests, time cards, and incentive pay records and reports. Prior experience in processing Wage Garnishments, Workers' Compensation, 401K reporting, general ledger Reconciliation, monthly bank statements reconciliations and month-end close activities. Requires a Minimum of 3-5 years of Full Cycle Payroll Processing and Accounting experience, high competency with accounting software and MS Outlook, Excel and Word, strong communication and analytical skills, business professional and ability to multi-task in a fast paced environment.

3. **Commercial Lease Administrator** (*Direct Hire, salary \$18 - \$21 per hour*) ** two positions available

Specializing in terminations. Requires advanced preparation of Lease termination and collateral documentation, generate termination and deficiency invoices by using required documentation and forms. Also the ability to perform report and spreadsheet reconciliations - Process journal adjustments, research and resolve lease termination discrepancies or inquires. Previous experience is processing credit card, cash, ACH and Wire termination payments. Looking for someone who likes to investigate issues and resolve customer queries. Requires knowledge in M/end accounting reports, closings, and financial analysis. Must have 2-4 years of Accounting experience and previous leasing experience is preferred. Must have a good understanding of State and Federal regulations, with Strong Excel and word skills.

Wishing to hear the words "You're Hired!"?

We are AtWork for you! Call today to get started!

AtWork Personnel

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