



## Position Description

**Title of Position: Staff Accountant/Payroll Associate**

**Department:** Accounting  
**FLSA Status:** Non-Exempt  
**Work Schedule:** M-F (In office)

**Job Status:** Full-Time  
**Reports To:** Chief Financial Officer  
**Amount of Travel Required:** None  
**Positions Supervised:** 0

## POSITION SUMMARY

Working for Pettinaro Management means being part of a team of talented professionals striving to provide the best commercial and residential property management. Our Staff Accountant and Payroll Associate will play a key role in the business' success. Qualified candidates will collaborate with team members to support the accounting and payroll functions by performing accounting reconciliations and deposits; supporting the Payroll Manager with all aspects of the payroll cycle; and use their accounting knowledge to assist with reporting.

## ESSENTIAL FUNCTIONS

### *Reasonable Accommodations Statement*

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Essential Functions:**

- Completes varied professional accounting duties as assigned, including, but not limited to, account reconciliations, opening mail, sorting bank deposits, reviewing timesheets and other tasks associated with payroll.
- Assists in the preparation of journal entries and financial statements
- Assists with the preparation of daily bank deposits.

- General accounting duties including month end statements and reconciliations
- Ad hoc reporting
- Responsible for bi-weekly processing of full cycle payroll in collaboration with Payroll & HR Manager and for maintaining an electronic payroll file for each payroll.
- Responsible for ensuring all timecards are approved by supervisors by the designated deadline; saving timecard reports; processing timecard adjustments received after the deadline and saving appropriate documentation
- Supports the accounting and processing of job costing for the construction department.
- Assist with general administrative tasks
- Assists other staff members as needed
- Other accounting duties as assigned by Controller and CFO

MISCELLANEOUS DUTIES: As required.

## POSITION QUALIFICATIONS

### SKILLS & ABILITIES

- **Computer Skills:** Must have strong skills with Microsoft Office including Excel and Outlook
- **Education:** 2- or 4-year degree in accounting or 3-5 years relevant experience
- Strong attention to detail
- Ability to understand and use various computer systems
- Good communication skills
- Ability to work independently and make decisions
- Ability to maintain confidential and sensitive information

**Computer Skills:** Microsoft Word, Advanced Excel, and Power Point. Yardi and/OneSite experience a Plus.

### PHYSICAL DEMANDS

This position is sedentary. Incumbent must be able to withstand high frequency of computer keyboarding and high frequency of viewing a computer monitor, etc. May need to lift and carry up to 25 lbs.

## **WORK ENVIRONMENT**

Work is performed in office. The noise level in the work environment is quiet.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this position description and/or assign tasks for the employee to perform, as the Company may deem appropriate.