

ACCOUNTS PAYABLE, PAYROLL, EXPENSES ACCOUNTANT

Payliance

Columbus, Ohio Area

Payliance provides an integrated portfolio of payment processing, risk management, and recovery solutions for merchant organizations of all sizes. The payment processing and risk management businesses drive synergistic growth for multiple industries including short-term lending, online gaming, retail, and e-commerce.

Payliance is currently recruiting for a **ACCOUNTS PAYABLE, PAYROLL, EXPENSES ACCOUNTANT**. Reporting to the Controller, the Accounts Payable, Payroll, and Expenses Accountant will coordinate those activities. This role is critical to efficiently and accurately processing most of the company's cost structure, and ensuring financial integrity through accurate charging of costs.

Responsibilities:

- **Accounts Payable:** Process incoming vendor invoices, ensuring charges are valid, approved, and recorded accurately regarding product, operating, and "below the line" cost segmentation. Interface with vendors regarding agreements, sales taxes, payment channels, and accruals. Initiate and help process payment runs. Coordinate the annual 1099 process.
- **Payroll:** Coordinate payroll inputs and outputs among employees, HR, and external payroll processor. Inputs could include hours and overtime submissions and approval, expense report processing (below), and unusual PTO. Process payroll journal entries. Coordinate monthly payroll accrual. Ensure benefits program invoices are reconciled and required payments made (e.g. 401K match, HSA contribution).
- **Expense Processing:** Coordinate review and approval of expense reimbursements. Review expense submissions for compliance with policy (e.g. valid receipts), raising and resolving issues as they arise. Input expense reimbursements into reimbursement payment tool (currently payroll; in future could be others). Process company credit card charges, ensuring proper oversight and approvals, along with correct charging of items.
- Depending on workload, other areas could be assigned, including fixed assets (setup, depreciation, end of life), sales & use tax filings, prepaids and accruals.
- Reconcile relevant accounts on an ongoing basis.

Desired Skills and Experience

Skills and Qualifications

Our ideal candidate has the following experiences

- Bachelors Degree in Accounting, Finance, Economics, or similar field.
- Five or more years of accounts payable processing experience.
- Exposure to payroll and expense reimbursement processing would be a differentiator.
- Strong process flow, control, and reconciliation skillsets.
- Experience with NetSuite is helpful but not required.
- Self-starter with the ability to operate effectively with limited supervision.
- Strong attention to detail and proven organizational and time management skills.
- Strong written and verbal communication skills.
- Effective interpersonal skills.

At Payliance we offer a competitive and comprehensive benefits package including, but not limited to:

- Competitive salary
- Single and Family Health Insurance plans, including Dental and Vision coverage
- Short-Term and Long-Term disability
- Matching 401(k)
- Competitive Paid Time Off

At this time, Payliance cannot transfer nor sponsor a work visa for this position. Applicants must be authorized to work directly for any employer in the United States without visa sponsorship.

Payliance is an equal opportunity employer and a Drug-Free work place.