



Payroll Accountant

Position posted on: May 8, 2018

New York

Pace Gallery is seeking an outgoing and personable candidate to join our Finance and Accounting team as our **Payroll Accountant**. As a member of a collaborative Accounting team you will be responsible for processing payroll in the US, UK and Asia and will oversee various accounting functions including management of our T&E system, corporate credit program, and general ledger account reconciliations. You will be highly organized, possess excellent communication skills, enjoy handling a wide range of responsibilities.

The schedule for this position is Monday – Friday. Please note this position is for immediate hire based out of our New York midtown offices.

About the Role:

- Responsible for full cycle Payroll using ADP WorkforceNow; including closing cycles, editing the grid, validating changes in benefits, adding new hires and terminations.
- Download reports and upload Journal Entries into Microsoft Dynamics Great Plains.
- Answer queries from employees/auditors regarding Payroll.
- Manage the T&E system (Certify) and perform related reconciliations.
- Perform month end closing responsibilities including reconciliations and journal entries.
- Control and maintain fixed asset ledgers, with strong oversight over construction costs
- Document policies and procedures for assigned responsibilities.
- Work closely with colleagues to enable cross training within the department.
- Assist in quarterly reviews and year end external audits.
- Ad-hoc projects

About You:

- Bachelor's Degree in Accounting preferred.
- 3-4 years' experience in an accounting role.
- 1-2 Payroll processing experience, preferably ADP.
- Experience with a mainstream accounting program, Microsoft Dynamics GP a plus.
- Excellent computer skills including Microsoft Excel, Word and Outlook.
- Team player with excellent communication skills and is not shy to take ownership and responsibility.
- Must be organized, detail-oriented and have an analytical mindset.
- Ability to work well in fast-paced, deadline-driven environment.
- Must be enthusiastic about challenging the status quo and assisting in process improvements.

In addition to an active and progressive work environment, Pace offers a competitive benefits package, including medical, dental and vision insurance, retirement plans with a company match, flexible spending accounts and commuter benefits. We encourage a healthy work/life balance and offer a generous vacation policy.

To apply for this position, please submit a cover letter and resume to jobs@pacegallery.com, with 'Payroll Accountant,' in the subject line.

Pace is proud to be an equal opportunity employer and will consider all qualified applicants regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or expression, Veteran status, or any other legally protected status.