

Staff Accountant with Strong Payroll Experience

Sundance Organics is a..... located in Oceanside. We are seeking an experienced Staff Accountant to work with our accounting and finance team for one to two months with potential for full time hire. The Staff Accountant will be responsible for assisting with the preparation of monthly financial analysis reports, developing and maintaining department data and generating cost reports. The successful candidate will also be responsible for administration of the company's weekly payroll and will routinely work with our payroll services provider (Costal Payroll). In addition, the candidate will assist with financial reporting.

The candidate will make sure that all of our staff receive on-time paychecks and understand their salaries thoroughly. We'll rely on our staff accountant to audit and verify all time keeping records of employees' hours worked as well as any deductions or withholdings required to comply with state and federal law. Experience with administering payroll is mandatory, and we prefer a person with agriculture industry experience. Payroll responsibilities should include multiple California Wage Order knowledge specifically Wage Order 13 & 14.

Staff Accountant Responsibilities

Prepare accounting related entries to numerous registers, journals and logs

Follow our company's established accounting processes

Support reporting activities for each grove to ensure accuracy and timeliness of data entry

Regularly maintain detailed reconciliations of all balance sheet accounts

Verify timekeeping records and consult employees about any discrepancies

Record payroll data in our software system and verify all amounts prior to submitting to our payroll service provider

Alter employee tax status as needed as well as any information about withholding

Prepare ad hoc manual checks for distribution to employees

Initiate direct deposits

Change employee banking records when necessary to process payments accurately

Record employee complaints, questions and concerns about payroll services and communicate those issues to HR manager

Maintain compliant policies and procedures for processing payroll checks

Other Duties as assigned

Required Skills

High school diploma/GED required (Bachelor's Degree in Accounting or related field preferred)

Minimum two years accounting experience

Minimum one year payroll experience

Ability to process basic functions and formulas in Microsoft Excel

Familiarity with payroll software a plus

Strong attention to detail required

To apply, please email your resume to Raul Juvera - Raul@sundanceorganics.com