



OPEN JOB POSTING

Penn Services LLC

800 E Northwest Hwy, Ste 600 Palatine, IL 60074 | (847) 705-3866
6808 Prescott Avenue, St. Louis, MO 63147 | (314) 655-3767

Payroll Administrator & Accounting Assistant

24-ADMIN-001-0529

Job Type:	Full-Time	Work Location:	800 E Northwest Highway, Suite 600, Palatine, IL 60074, or 6808 Prescott Avenue, St. Louis, MO 63147
Shift:	8 Hour Shift		
Schedule:	Monday to Friday		
Hiring Insight:	Hiring 1 Candidate	Pay:	\$50,000 - \$65,000 per year

Full Job Description

Penn Services is seeking an **Payroll Administrator and Accounting Assistant** for our Human Resources Division with offices located in St. Louis, MO and Palatine, IL.

Penn Services offers a competitive salary and benefits. Starting pay for the **PAYROLL ADMINISTRATOR & ACCOUNTING ASSISTANT** position is based on education, experience and skill level. Starting salary: \$50,000 - \$65,000 per year.

Position Overview

We are seeking a versatile and detailed-oriented Payroll Administrator and Accounting Assistant to oversee the accurate and timely processing of union payroll activities and accounts payable transactions. This role requires a keen understanding of both union payroll regulations and accounts payable procedures, as well as exceptional organizational and communication skills.

Responsibilities:

Union Payroll Processing:

- Manage all aspects of union payroll processing, including calculating wages, deductions, allowances, per diems, PTO, and contributions in accordance with collective bargaining agreements.
- Prepare and submit accurate and timely union reports, dues, and contributions, ensuring compliance with regulatory requirements.
- Collaborate with HR department to ensure accurate employee data and resolve any payroll-related inquiries or issues.
- Generate and submit Certified Payroll reporting in compliance with MBE requirements.
- Stay informed about changes in union regulations and reporting requirements and update payroll processes accordingly.

Accounts Payable Management:

- Process invoices, expense reports, and payment requests accurately and efficiently.
- Verify accuracy of invoices, including pricing, quantities, sales tax exemption and terms, and resolve discrepancies as needed.
- Reconcile vendor statements and address any outstanding issues or discrepancies.
- Maintain vendor records, including contact information, payment terms, and tax documentation.
- Obtain lien waivers for material purchases.

Data Analysis and Reporting:

- Analyze accounts payable and payroll data to identify trends, discrepancies, and areas for process improvement.
- Prepare regular reports on accounts payable aging, payroll expenses, union contributions, and other relevant metrics for management review.
- Assist with budgeting and forecasting processes by providing accurate and timely financial information.

Compliance and Recordkeeping:

- Ensure compliance with company policies, accounting principles, and regulatory requirements in accounts payable and payroll processes.
- Maintain accurate and organized records of accounts payable transactions, payroll data, and union reports.
- Assist with internal and external audits by providing documentation and supporting information as needed.

Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, or related field. Or work experience sufficient to support job requirements.
- Minimum of 5 years of experience in union payroll administration, and accounts payable with specific experience in union payroll preferred.
- Knowledge of payroll regulations, including federal, state, and local tax laws, as well as union contracts and reporting requirements.

- Proficiency in accounting software (e.g., Sage Contractor 100, HH2 AP) and payroll systems (e.g., Paychex), and other pertinent software (e.g., Outlook, Excel, Word, Adobe).
- Strong analytical skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work effectively in a fast-paced environment and prioritize tasks to meet deadlines.
- Strong problem-solving skills and a proactive approach to resolving issues.
- Certification as a Payroll Professional (e.g., CPP) is a plus.

**** This position will be available at either location: Palatine IL or St. Louis MO ****

Benefits

- Health Insurance
- Dental Insurance
- Vision Insurance
- 401(k)
- 401(k) Matching
- Paid time off

Schedule

- 8 hour shift
- Monday to Friday

All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.