



WOODS HOLE RESEARCH CENTER

Accountant Job #CRAC01

Woods Hole Research Center seeks an experienced full-time professional Accountant, reporting to the Controller and Director of Finance and Administration. The successful candidate will work in two major areas:

Accounts Payable

- Processes all purchase orders, verifying project coding and authorization.
- Prepares/monitors all payments: resolves PO, contract, invoice or payment discrepancies.
- Processes all payments to vendors via invoices, check request, domestic/international wire transfer.
- Processes employee payments: advance and per diem requests, travel expense reimbursement, etc.
- Posts all related journal entries as appropriate, reconciling accounts as needed
- Processes and distributes Form 1099 at year end.
- Disburses petty cash, verifying documentation and recording entry monthly.

Payroll/Employee Benefits

- Processes all payroll functions online using ADP Workforce Now Module, including direct deposit banking, benefit deductions, retirement plan contributions, and employee salary changes. Records bi-monthly payroll into Microsoft Dynamics SL accounting software. Maintains confidential personnel files, current salary and salary history files. Prepares annual compensation reports.
- Manages employee benefit plans including health and dental, life, short-term and long-term disability plans, FSA plans. Approves all benefit invoices. Maintains current knowledge of benefits to provide assistance to employees. Serves as primary point of contact for benefits' programs.
- Participates in selection of all benefits vendors and competitive reviews of brokers and broker recommendations.
- Participates in continuous quality assessment of benefits vendors and identifies opportunities for maximizing services.
- Administers retirement plan: determines eligibility, processes enrollments, changes, and adjustments. Maintains electronic contributions coordinated with payroll processing. Member of retirement plan committee: meets with advisors to monitor performance, reporting, and compliance. Serves as plan fiduciary and, with other committee members, ensures that information and education requirements are met.
- Participates in financial analyses as needed to review employee benefits and compare cost/efficiency of programs and vendors. Participates in requests for proposals or bids for services.
- Tracks specific financial or participation information on a regular basis.
- Maintains employee leave schedules and accruals for general ledger.
- Timesheet administrator. Processes monthly and YTD salary and benefit allocations to projects. Reconciles with payroll and general ledgers.

- Prepares schedules required for Workers Compensation audits and annual independent audit as related to payroll.
- Participates in continuous process improvements, suggests alternatives, and helps to ensure redundancy.
- Serves as an integral member of internal accounting and human resource teams.

Qualifications and experience

Accounting/business degree required with full-charge accounting experience, including accounts payable, payroll, benefits management, cash flow management, and online banking. Broad experience in all phases of accounting and financial needs of a small organization, including accounting and accounts payable software packages (Microsoft Dynamics), Internet, and excel spreadsheets. Ability to work independently, with a high degree of organization, and maintain congenial, confidential relationships with entire staff and external contacts.

Application deadline: August 15, 2014.

Desired Start Date: September 1, 2014.

Salary Range: \$50,000-\$60,000, with full benefit package, exempt position.

Application Instructions: To apply, send cover letter referencing **Job # CRAC01**, curriculum vitae, and contact information for three references to jobopenings@whrc.org. Please reference Job # CRAC01 in subject line.