



Payroll Associate

Dexis Consulting Group is looking for a full-time Payroll Associate to be part of its headquarters accounting team in Washington, D.C. The position is responsible for the firm's entire payroll process and will also assist with other accounting tasks, including Accounts Payable.

Responsibilities

- Perform daily payroll department operations
- Manage workflow to ensure all payroll transactions are processed accurately and timely
- Reconcile payroll prior to transmission and validate confirmed reports
- Prepare payroll journal entries
- Maintain PTO and sick leave accrual and balances and make PTO and sick leave journal entries
- Reconcile quarterly 941 to the ADP reports
- Process accurate and timely year-end reporting when necessary (W-2, W-2c, 1099, etc)
- Develop ad hoc financial and operational reporting as needed
- Update and reconciling semi-monthly payroll register from ADP
- Respond to Payroll related questions from the firm's employees
- Support yearly audit process in relation to payroll
- Perform other duties as assigned
- Supports Accounts Payable as needed

Qualifications

- Bachelor's in Accounting, Finance, or Business Administration required; CPP desired
- 3+ years of experience processing multi-state payroll required
- USAID experience with expatriate payroll issues and allowances desired
- 3+ Years' experience with processing payroll using ADP's Workforce platform is required
- Experience using Deltek Time and Expense and Deltek GCS or Cost Point highly desired
- Knowledge of relevant federal and state regulations required
- Strong customer orientation, problem-solving and analytical skills is a must
- Strong PC skills including proficiency in Excel
- Strong work ethic and team player and high degree of professionalism is a must
- Strong interpersonal (verbal and written) communication skills; ability to communicate with various levels of management
- Organizational, multi-tasking, and prioritizing skills

Dexis Consulting Group is a fast-growing consulting firm that provides monitoring and evaluation, program management, and training solutions for economic growth, governance, and democracy challenges. Established in 2001, the firm has completed over 300 assignments in over 56 countries. The company's head offices are located in downtown Washington, D.C. Dexis is an equal opportunity employer offering employment without regard to race, color, religion, sex, sexual orientation, age,

national origin, citizenship, physical or mental handicap, or status as a disabled or Vietnam Era veteran of the U.S. Armed Forces.

Dexis offers life, LTD, STD, health and dental, 18 days PTO the first year, 10 holidays, FSA and SmartBenefits. The atmosphere is business casual, very collegial, fast-paced and friendly.

Instructions to Apply

Please visit <https://careers-dexisonline.icims.com/jobs/1087/payroll-associate/job> and apply through our online portal.