

Payroll Accountant

A growing back office support Company, with a heavy concentration in providing support to Government Contractors is seeking energetic, well rounded Payroll Accountant for a fast paced, deadline driven environment. This position will support our clients in the administration and processing of all aspects of payroll and also provide support for various accounting activities (A/P, general ledger entries and reconciliations). Compensation is based on relevant experience. Excellent benefits.

Qualifications:

- 1) 2 to 5 year's related experience in payroll processing required.
- 2) An associate's degree or significant coursework in accounting required, a bachelor's degree preferred
- 3) Experience with ADP and other payroll systems required
- 4) 401k administration and knowledge of employer sponsored plans preferred
- 5) Proficient with Microsoft Suite and QuickBooks required
- 6) Excellent oral and written communication skills a must
- 7) CPP or FPC a plus

Offices are located in Annapolis Junction and New Market, MD

Please send resume and salary requirements to

Careers@Ashton-gs.com.