



Venture General Contracting is a full-service commercial and multi-family general contracting company in Seattle and ranked one of the Best Workplaces in Seattle.

We are currently hiring for a **Payroll Specialist** to join our team. This individual would be responsible for the following:

- Manage and process full cycle payroll for the Company.
- Maintain payroll related records; obtain tax filings from 3<sup>rd</sup> party processor, and voluntary deduction reports.
- Handle the administration of the electronic timekeeping system. Setup each employee, monitor submissions of approved timesheets, and ensure valid data transfers to/from payroll service.
- Complete bank account reconciliations.
- Initiate EFT payments and complete bank deposits.
- Monitor incoming cash receipts, notify project management and accounting staff of receipt of owner funding.
- Maintain vendor database in CMiC; input new vendors, ensure correct 1099 status, and update remittance/contact information.
- Prepare and remit 1099 tax forms at year-end.
- Submit positive pay information to bank.
- Prepare journal entries for the close of financial periods
- Confirm sales tax included on owner payment applications is accurate, record monthly sales tax receivable, and reconcile with sales tax remitted on owner payment applications.
- Calculate B&O tax liability against monthly gross receipts.
- Ensure B&O/Sales Tax payments are made timely.
- Oversee and review work of Accounts Payable Accountant and Accounts Payable Clerk for accuracy.
- Other duties as assigned.

#### Position Qualifications

- Bachelor's degree in Business or Accounting plus two years accounting experience. Years of experience may be considered in lieu of education.
- Three to five years of payroll experience required.
- Certified Payroll Professional (CPP) certification preferred.

To apply, please email your resume to: [careers@ventureseattle.com](mailto:careers@ventureseattle.com)

Venture has a comprehensive benefits package: 100% employer paid medical, dental, and vision coverage for employees, 401k, PTO, company paid parking, and more.