



An Veritas LLC, PO Box 574, Chehalis, WA 98532 www.anveritas.com

Job Description: Payroll Processor

Industry: Accounting

Employment Type: Contract (1099) ***This is not a Full Time Job***

This position is 100% remote.

The ideal candidate will be a self-starter with the ability to enter & review payroll information accurately and timely. Experience reviewing timecards and confidential payroll information. Ensure accuracy with entries and consistent processing. Ability to do some review/research as necessary to answer questions. Strong communication skills with the team is required (soft skills). You schedule your hours to work if the tasks are completed in a timely manner.

If you are camera shy, no worries. We do not require you to interact with clients. You will be working directly with the internal team.

Responsibilities:

- Review and record timecards for each payroll run
- Process expense reports from employees Identify discrepancies and escalate in appropriate manner
- Maintain 1099s and payroll documentation required by payroll software.
- Great communication skills
- Attention to detail and high level of accuracy

Technology Requirements (these will not be provided):

- Fully functional hi-speed internet
- Laptop or computer with antivirus software, Keyboard, and mouse
- For training: working headset or microphone and speaker, webcam is optional
- Quiet space for training (mostly during start up or one-off questions)

Required Qualifications:

- 1-2 years Payroll experience to include timecard processing and new employee enrollment

Ideal Qualifications:

- English as a primary language
- Experience with Quickbooks Online
- 3-5 years in Payroll, Bookkeeping or related field



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- Strong understanding of General Ledger system and Payroll processing
- Strong organizational, analytical and recording skills
- Detail oriented
- Basic Understanding of Microsoft Excel and Google Sheets
- Willing to learn new skills

Who we are:

We are a small accounting firm that works primarily with ecommerce clients. We provide the full spectrum of accounting services and support for our clients, and we do so by using the resources that automation technology (apps and software) provide. If you are not into change or seeing how to do things could be done differently or better, then this is not the position for you.

What we offer:

- This is a 1099 Contract position, meaning no benefits and you pay your own taxes
- Pay range is \$20-\$30/hour depending on experience - Timesheets are required
- 100 % Remote work environment
- Meet deadlines, work your own schedule.
- Approximately 4-5 hours per week to start (this is an estimate)
- More hours available in peak season (March-May, August-October)
- Position can grow as your skills grow

You will be required to submit to a background check.

Must be eligible to work in the US (Citizen or Green Card). Must be located in the US.

Job listing will close December 31st. Interviews will be scheduled for January 2025 after New Year.