

**Position Summary:**

Arnprior Aerospace Portland has a small finance team working together for the success of our company. The Payroll / Accounts Receivable Clerk will have full control of the processing of payroll in ADP on a biweekly basis. In addition to payroll responsibilities, this person will be responsible for processing a small volume of complex customer payments and following up on slow collections. The successful candidate will have a passion for details and be comfortable with making decisions and asking for direction when decisions are not clear.

This position reports to the Controller.

**Responsibilities:**

- Manage employee pay rates in ADP
- Insure approval of time cards prior to payroll processing
- Process bonus payments
- Manage payroll audits
- Assist with 401k audits
- Book month end payroll and AR journal entries
- Maintain all payroll and AR account reconciliations
- Support annual audit
- Deal with questions regarding payroll from employees and management
- Investigate and resolve discrepancies in payroll
- Supply payroll and AR reports as requested
- Post customer payments
- Work with customers regarding payment discrepancies
- Verify shipping paperwork
- Distribute invoices daily and as needed
- Monitor and maintain AR aging schedules
- Assist in determination of uncollectable invoices
- Other duties as necessary

**Experience:**

- Current payroll responsibility for 150 employees using ADP Workforce, 2+ years required.
- Current knowledge of Oregon payroll rules and regulations preferred
- Accounts Receivable full cycle experience required
- Experience with ERP required, AX Dynamics preferred.
- Proficient with Microsoft Excel
- Proven ability to work independently in a rapidly changing environment.
- Ability to act on management directions with limited oversight
- Conversational Spanish preferred

**Salary: \$18.00-\$21.00/hour DOE**

**Job Type: Full-time, 7:30-4:30 M-F**

**Work Authorization: United States**