



## Job Description

“EXHIBIT A”

**Position Title:** Human Resources/Payroll Coordinator & Accounting Assistant

**Department:** General & Administration

**Reports To:** CFO/Controller

Vaquero is seeking the right candidate for its **Human Resources/Payroll Coordinator & Accounting Assistant** position. This is an exciting position for an HR or Accounting professional looking to increase their experiences in Human Resources and Accounting fields. This position requires the qualified candidate to be proactive, possess strong organizational skills, and can handle a fast-paced environment, assisting the CFO with all accounting and financial functions.

Additionally, this position has the responsibility as the Payroll Coordinator for the preparation and disbursement of the semi-monthly payroll using the Paycom time and attendance system. The Coordinator will also administer all new hire paperwork and onboarding documentation, including coordination of benefits enrollment and Vaquero’s sponsored 401(k) plan, and maintaining all personnel files.

### **Responsibilities include (but not limited to):**

#### **HR Duties:**

- Complete background checks, and drug and alcohol screenings
- Manage new hire on-boarding process, benefit enrollments, and payroll setup
- Ensure all new hires are setup for gate access to the property, offices, and internal IT systems
- Maintain personnel files to designated company standards and conduct audits at the request of management
- Track and document employee training, and department certifications, licenses (i.e. TABC, Food Handlers, CPR/AED/1<sup>st</sup> Aid)
- Schedule, track and document all employee reviews

#### **Payroll Duties:**

- Audit employee time cards for accuracy before processing
- Track and notate employee attendance and time off in Paycom
- Monitor employee Paid Time Off in Paycom and through company spreadsheets
- Ensure semi-monthly payrolls are processed in a timely and accurate manner
- Check non-exempt personnel time sheets utilizing an electronic time and attendance software product for compliance with policy, state and regulatory requirements
- Reviews computed wages and corrects errors to ensure the accuracy of earnings Ensure that all changes to payroll are processed correctly
- Taxable fringe benefits administration i.e., group term life insurance, monthly parking, and HSA reporting
- Maintain accurate payroll records and employee files, including manual check log and reconciliation of payroll account

- Administer the 401(k) plan by assisting with employee questions and concerns and ensuring accurate and timely contributions are made to the 401(k) administrator
- 401(k) annual financial and actuarial information reporting and compilation of data specs for 401(k) testing
- Unemployment claims administration, responding to claims filed, EDD court appearance(s) in response to contest claims
- Review and audit master file and pay data entries, YTD totals, and file amendments
- Prepare various payroll and management reports, journal entries, workers compensation and reconcile quarterly payroll taxes
- Will handle all garnishments, deductions, and vacation/sick accruals
- Answers inquiries regarding employment verification Reconciles payroll bank statements and reviews the accuracy of payroll deductions to payroll output documents
- Respond to employee inquiries and requests regarding payroll matters
- Maintains client confidence and protects operations by keeping information confidential
- Perform other duties and special projects as requested by management

#### **Accounting Duties:**

- Implement and ensures adherence to policies and procedures for the Accounting function, including compliance of all Vaquero accounting standards
- Oversees accounting and administrative controls to safeguard the assets of the company
- Assists CFO in preparing and monitoring annual budget, monitoring revenue goals as well as generating various (weekly, monthly, quarterly and annual) business volume forecasts
- Prepare and analyzes various accounting reports such as accounts receivable, accounts payable, inventory, various general ledger and monthly financial statements
- Recommend the implementation of policies, procedures, processes and controls based on continual analysis of current accounting processes
- Perform accounts receivable, accounts payable and human resource functions to include but not limited to processing invoices, preparing statements, making payments, collections, reconciliation, processing bi-weekly payroll, processing hiring/termination of employees, and record-keeping
- Maintains, reconciles and audits petty cash, general bank account and cash banks.
- Monitors regular bank deposits and reconciles all bank accounts
- Perform other duties as required

#### **Job Requirements:**

- AA or Bachelors Degree in Business, Accounting or equivalent work experience
- Minimum two (2) years Human Resources and/or Payroll experience
- Minimum two (2) years Accounting experience
- Experience with Paycom and other Human Resource systems highly preferred
- SHRM Certification or Human Resources related degree will receive strong consideration
- Proficiency in Outlook, Excel and other Microsoft Office software

#### **Skills/Knowledge:**

- Ideal candidates will understand and possess the ability to keep confidentiality an utmost priority in an environment where client and employee must be kept secure
- Possess strong communication skills, motivated to make positive recommendations for change, detail oriented and ability to multi-task both written and verbally
- Ability to function under pressure, set priorities and adjust to changing conditions
- Ability to accept direction from management regarding employee related issues or decisions that will impact the Club

- Experience in payroll operations
- Excellent time management skills
- Ability to listen, communicate (written and verbal), excellent grammar, spelling and proofreading skills and follow-up effectively with all staffing levels and clients/customers
- Ability to work independently, self-starter, energetic
- Good organizational skills with the ability to work independently as well as with a team
- Requires a high degree of administrative and executive ability, especially in terms of problem solving and decision making
- High work ethic, with sense of responsibility for the role filled within our team
- Regular and reliable attendance
- Possession of a valid driver's license

**Physical Demands:**

- Frequently sits, uses hands, reaches with arms and hands. Occasionally stands, walks, climbs, balances, stoops, kneels, crawls or crouches. Occasionally lifts up to 25 pounds.

**Job Type: Full-time**

**Salary: \$\_\_\_\_\_ to \$\_\_\_\_\_ per year**

**Benefits offered:**

- Paid time off
- Health insurance
- Dental insurance
- Vision insurance
- Health Savings Account
- Long-term and short-term disability
- 401k plan

Interested parties should contact:

Brent Miller, CFO/Controller at [bmiller@vaqueroclub.com](mailto:bmiller@vaqueroclub.com) or 817-379-4559.