

Pacific Studio is a nationally-recognized Museum Exhibit Design and Fabrication Company, dedicated to producing unforgettable experiences. We build value, function, and engagement into everything we make. Pacific Studio blends Old World craftsmanship with emerging technologies to produce unparalleled environments. From hand-painted murals to fine woodworking and digital interactives, we set the bar for quality. With 100+ skilled technicians, 40,000 square feet of manufacturing space, 30 years of experience, and the highest standards in design, fabrication, and installation, we are dedicated to our craft and proud of our impeccable results.

Pacific Studio is looking for an **AP/Payroll Specialist** to join our team. The **AP/Payroll Specialist** is responsible for successfully providing timely and accurate support in the major financial areas of accounts payable, payroll, and account reconciliations. We are looking for a detail-oriented team player who has the proven ability to maintain confidentiality and work independently, accurately, and efficiently.

**Essential Duties and Responsibilities:**

- Provide timely and accurate supplier payments by entering accounts payable and processing checks weekly; maintain the filing of transaction documentation
- Coordinate resolution of quantity and pricing discrepancies or of missing invoices with the authorized purchaser and/or vendor
- Reconcile credit card statements
- Complete annual 1099 reporting
- Provide timely and accurate payroll processing bi-weekly; calculate complex multi-state payroll functions, including prevailing wage and certified payroll reporting (about 100 employees in multiple states)
- Reconcile payroll deductions and coordinate payments to benefit providers
- Coordinate and collect information relating to payroll updates, changes, and terminations
- Maintain employee master records in Paylocity; maintain organized files of personnel information, payroll registers, and payroll tax reports
- Maintain positive rapport with vendors and staff
- Perform other duties as assigned

**Minimum candidate requirements:**

- Either Bachelor's degree in accounting or related field, or equivalent combination of education and experience
- Strong proficiency with MS Office, specifically Word and Excel
- Ability to maintain absolute confidentiality and discretion regarding personnel issues and other sensitive information
- Exceptional written and verbal communication skills
- Ability to work effectively under pressure, establishing work priorities and maintaining a high level of productivity
- Ability to exercise independent and appropriate judgment
- Understanding of federal and state laws that pertain to payroll

**Preferred Qualifications**

- Understanding of and previous experience with Paylocity
- Previous experience in an art/production/manufacturing type of environment
- Understanding of and previous experience with Epicor or other ERP databases
- Experience processing payroll