

Erickson Associates is a Mechanical Contractor in Savannah, GA, and has been in business for over 70 years. The Company is seeking an Accounting/Payroll Manager. This position will be responsible for payroll processes and human resource functions, and assisting the CFO and Accounts Payable Manager.

**Qualification** - Must have a Bachelor's degree in Accounting from an accredited college or university.

***Other Preferred Qualifications***

- Experience or knowledge in construction accounting
- Experience in payroll matters and processing payroll
- Experience with accounting software
- Experience with Microsoft Excel and Word
- Organizational, problem-solving, and analytical skills

***Primary Responsibilities***

- Process weekly payroll and payroll taxes
- Prepare payroll reports for employee benefit plans and construction projects
- Prepare and process banking transactions
- Process hires and terminations, and maintain personnel files
- Prepare and file payroll tax returns and other related payroll reports
- Assist in the cash receipts function
- Assist Accounts Payable Manager
- Assist CFO in all matters and functions of accounting
- Assist with the Human Resources function

***Salary and Benefits***

Salary is commensurate with education and work experience.

Benefits Include:

- Paid Holidays, Vacation, and Sick Leave
- Group Health Insurance Plans
- Cafeteria and 401(k) Benefit Plans
- Profit-Sharing Plan