

IMPAQ International, LLC
Staff Payroll Accountant Job Description

Location	City, State Zip	Post Date	Salary Range	Reports to
Headquarters	Columbia, MD 21044		Negotiable	Controller

Overview

IMPAQ International, located near Washington, D.C., is a woman-owned, dynamic, and growing social science research firm providing high-quality consulting and research services, including impact evaluations, policy analysis, and technical assistance to domestic and international government agencies. IMPAQ specializes in designing and implementing research projects to evaluate the effectiveness and cost/benefit of social programs.

Job Profile

IMPAQ is seeking a full-time Staff Payroll Accountant with payroll and/or billing experience. A background using Deltek accounting or similar application is desirable. The Staff Payroll Accountant will work most closely with Controller to enter, reconcile, monitor and manage payroll or billing, and other accounting records. The candidate must have excellent analytical skills and demonstrate exceptional accuracy and attention to detail.

Responsibilities

- Monitoring and verification of semi-monthly electronic timesheets
- Preparation of payroll
- Coordination with ADP services
- Entry, organizing, monitoring of billings/invoices to clients
- Organization, data entry and reconciliation of bank statements and other accounting documents

Qualifications

Education

- Bachelors Degree in Accounting

Knowledge and Experience

- Accounting and payroll – min 2 years combined experience required
- DELTEK GCS Premier software experience helpful
- ADP experience desirable

Skills

- Excellent attention to detail
- Excellent organizational skills
- Knowledge of, Excel preferred
- Ability to work with accounting cycle deadlines

Benefit Notes

IMPAQ offers a highly competitive benefit package including 401K savings and profit sharing plans; medical and dental health plans, vacation, holiday and sick leave benefits, life and short term disability insurance. IMPAQ offers a collegial work environment and is an Equal Opportunity Employer.

Application

For consideration, please email your cover letter and resume to app1yon1ine09@impaqint.com with “Staff Payroll Accountant” in the subject of the email.

Information

For further information about IMPAQ International, please visit our website at www.impaqint.com.