

American Staffing Association

Accounts Payable/Payroll Specialist

If you're looking for an important accounting role in an important industry, we may have your next opportunity.

The American Staffing Association empowers and advocates for the U.S. staffing, recruiting, and talent solutions industry, helping member companies thrive and connect people with opportunities.

Our vision is to lead and elevate the talent solutions industry as it enables people, members, and businesses to achieve their full potential, creating better lives, better businesses, and a better economy.

We value:

Community—Inclusivity for staff and members.

Service—To each other, our members, and the industry.

Integrity—Respect and accountability, which build trust.

Growth—For our people, the organization, and member companies.

As the Accounts Payable/Payroll Specialist, you will be responsible for managing all aspects of the accounts payable cycle and payroll function.

You will plan and manage the annual 1099 process, monthly sale tax filings and corporate American Express account.

You'll work closely with our Accounting Manager on monthly closings and the annual audit process.

We're seeking a degreed accounting professional (associate or bachelor's degree) with two or more years' experience in accounts payable and payroll. Ability to use/learn accounting, billing, and payroll software, such as Microsoft Dynamics-Solomon, Sage Intact, Bill.com, ADP Workforce Now and/or similar products. Solid knowledge of Microsoft Office suite of products, particularly Excel, is necessary. Ability to communicate effectively, exceptional organizational, analytical and customer service skills, and the ability to meet deadlines and maintain confidentiality needed to successfully perform this position.

We offer amazing work-life balance as well as a hybrid schedule, including both remote work and in-person at ASA's offices in the historic Old Town section of Alexandria, Virginia.

We are an equal opportunity employer and encourage applications from women, people of color, people of all gender identities and sexual orientations, veterans, and people with disabilities.