

DES Architects + Engineers, a leading design firm in the Bay Area, believes in staff mentoring and continuing education, and provides an environment that nurtures growth and career advancement. DES offers a competitive salary and benefits package, flexible work schedule plus lots of fun events and special services. We are presently looking for dynamic individuals for the following position:

JOB TITLE: PAYROLL COORDINATOR

POSITION: Full-time

JOB OVERVIEW:

The Payroll Coordinator is responsible for handling payroll and timesheets, as well as providing additional support to the accounting team.

DUTIES AND RESPONSIBILITIES:

- Process Ceridian payroll twice a month.
- Stay up to date on Wage and Hour regulations
- Check weekly timesheets for incorrect departments and phases and making correction as necessary.
- Track vacation, sick and holiday hours and update vacation accrual report each month.
- Set up new employees and projects, including changes.
- Run and distribute various payrolls related reports to management bi-monthly.
- Review, record HSA plan deposits and making appropriate funding transfers.
- Other accounting tasks as needed (employment verification and filing, etc.)

KNOWLEDGE, SKILLS, AND ABILITIES

- 2+ years experience in payroll, preferably in the Architectural industry.
- Knowledge of Ceridian and Vision software, as well as Excel and Word.
- Excellent communication, analytical and interpersonal skills, both written and verbal.
- Excellent organizational and time management skills.
- Ability to work independently as well as be a team player.
- Attention to detail is a must.

If you meet the minimum qualifications listed above, we encourage you to apply with your resume and cover letter at: jobs@des-ae.com

About DES: For 40 years, DES Architects + Engineers, Inc. has created working, learning, and healing environments for our clients. As a full-service design firm headquartered in Redwood City, California, DES provides creative and sustainable solutions that serve the needs of clients in life sciences, technology, healthcare, education, municipalities, and the development community. In-house professional services include architecture, interior design, civil and structural engineering, landscape architecture, visual communications and LEED coordination. The company's staff values collaboration to achieve design excellence, applying creativity to each client's unique vision.