

## **PAYROLL ACCOUNTANT**

We are in immediate need of a Payroll Accountant, who will start ASAP.

The Payroll Accountant will work closely with the Controller and will perform the multi-state payroll processing ensuring that payroll and time records are accurately maintained, that pay and deductions are accurately calculated in compliance with federal, state, and local requirements; and shall keep updated with existing and new legislation. Responsibilities also include general accounting, A/R, A/P and office work as needed.

Ideal Candidate will possess proficiency in Accounting, detail oriented a must with professional attitude, strong work ethics, time management and the highest desire for excellence.

We offer excellent health benefits upon completion of evaluation period.

We are located in Downtown Berkeley, very accessible by BART.

Please send resume and cover letter with salary expectation to:

[accountant@pacificafoundation.org](mailto:accountant@pacificafoundation.org)

Pacificafoundation.org is an Equal Opportunity Employer.

Please no phone calls or recruiters