

Payroll Supervisor/Senior Accountant

[Apply Now!](#)

Epson Portland Inc., is looking for an experienced Payroll Supervisor/Senior Accountant to join our Accounting & Finance Department. We're looking for an independently minded individual who works independently to ensure the integrity of company accounting information. This role requires discretion and judgment and an in-depth understanding of accounting principles and company practices. Using their excellent analytical skills, the Payroll Supervisor/Senior Accountant will take ownership of payroll processes and systems, budget reports, departmental expenses to include payroll and labor cost analysis, budgeting and forecasting, year-end audits and other cash responsibilities.

Shift: Monday through Friday, generally 8:00am to 5:00pm

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Supervise payroll personnel and manage payroll processes and systems. Ensures coordination of payroll activities with HR and staffing agencies and works with HR as a business partner. Prepare and process payroll-related journal entries, account reconciliations, labor cost, and headcount reports on a monthly basis.
- Process daily accounts receivable invoicing
- Prepare, update and analyze actual to budget department expenses on a monthly basis
- Prepare schedules and assist with budgeting and forecasts
- Prepare other specific journal entries and account reconciliations as assigned
- Perform responsibilities related to the closing process to ensure financial statements are properly recorded and presented on a monthly basis
- Prepare year-end audit schedules based on external auditor requirement
- Upload and clear payment activity to the bank and other cash responsibilities; monthly bank reconciliation
- Prepare quarterly census reports for applicable agencies as required
- Provide analysis, as assigned, for accounting projects
- Prepare financial information monthly for reporting to SEC (Seiko Epson Corporation)
- Follow and enforce company-wide safety programs, 5S initiatives, and ISO procedures

Education and Experience:

- Bachelor's degree in Accounting or equivalent education and experience

- Minimum four years of progressive financial accounting and/or cost accounting to include payroll experience, two years supervisory experience required
- Experience with financial reporting and using ERP systems in a manufacturing environment preferred
- Familiarity with computerized payroll systems and knowledge of federal/state regulations for employment, wage and hour laws, Ceridian Payroll system a plus
- Advanced PC skills including proficiency in Microsoft Office Products and accounting software systems
- Ability to interpret authoritative guidance and recommend/implement accounting treatment including developing process, procedures and controls
- Strong written and verbal communication skills necessary to communicate with all levels of personnel, including the ability to work cross-departmentally, ability to train, support and mentor staff
- Ability to manage multiple complex projects and tasks concurrently, be detail oriented and organized to maintain equitable and functional accounting workflow
- Strong teamwork, project management and commitment to detailed financial accounting and reporting
- Strong analytical skills, critical thinking, creative problem-solving, make sound judgments, and work under pressure of deadlines

At Epson Portland Inc., your input matters. We pride ourselves on inclusion, diversity, and individuality as our innovations come from our differing perspectives. We're steadfast in our commitment to quality, environmental conservation, and developing options and solutions for the Seiko Epson Group. Whether you've been here two weeks or twenty years, you can have an impact on the business and enjoy growth and fulfillment in your career at Epson Portland Inc. Many of our team members have been with us more than twelve years and have deep organizational knowledge to share. Founded in 1986, Epson Portland Inc. is located in Hillsboro, Oregon.

We offer an outstanding benefits package, including:

- Comprehensive, low-cost medical, dental, vision, alternative care, and prescription drug coverage
- Generous paid time off, including sick time, vacation, and holidays
- Income protection plans, including life insurance and disability programs
- Financial security plans including a 401(k) retirement plan with company matching
- Additional benefits such as educational reimbursement, an employee assistance program (EAP), employee discounts and much more

To be considered for this position, please send a cover letter with salary requirements and a resume in Word or PDF format. Reference Requisition #8756 in the subject line.

Pre-employment drug screening is required.
Epson Portland Inc. is an Equal Opportunity Employer.