



Position Title: Accounts Payable and Payroll Coordinator

Department: Finance/Accounting

Reports To (title): Manager, Accounting Operations

Location: Boston, MA

Date:

Exempt Non-Exempt

Summary of Position:

The accounts payable and payroll coordinator is responsible for the company's accounts payable and payroll processes.

Position Responsibilities:

- Manage the accounts payable function to ensure accurate and timely payments to vendors
 - Responsible for matching, processing, and filing of invoices, including obtaining approvals on invoices
 - Collaborate with external vendors and internal departments to identify, troubleshoot, and resolve invoice and purchase order issues
 - Participate in evaluation and potential implementation of new accounting and purchasing system
 - Process weekly check runs
 - Perform monthly bank reconciliations
 - Maintain up-to-date W-9s for all vendors
 - Process and report 1099s for contractors and consultants
- Process semi-monthly payroll
 - Maintain accurate HR and payroll data via ADP and work cohesively and closely with HR for all personnel payroll-related items
 - Ensure employee benefit deductions are accurate and compliant
 - Maintains current knowledge of applicable state and federal wage, hour, and tax laws
 - Ensure proper year-end tax reporting
- Oversee the daily administration of equity compensation plans and employee stock purchase plan transactions
 - Serve as the primary contact and coordinate with third-party stock plan administrator, transfer agent and legal to ensure stock records are accurate and that transactions and activities are processed and reconciled in a timely fashion
 - Manage interface with stock plan administrator activity and payroll reporting
 - Administer employee stock purchase plan
 - Maintain current knowledge of applicable state and federal tax laws
 - Ensure proper year-end tax reporting

Candidate Requirements:

- Bachelor's Degree in related field or equivalent experience
- 3-5 years of related experience
- Strong attention to detail and accuracy
- Demonstrated ability to maintain confidentiality and effectively handle highly sensitive and personal information with sound judgment, tact, and discretion
- Prior experience working with tight deadlines and demonstrated responsibility for accuracy and timeliness for work performed
- Ability to consistently follow through with projects and assignments and meet deadlines
- Excellent oral and written communication skills
- Strong and effective interpersonal and customer service skills
- Strong computer skills, including Microsoft Office suite

Additional Information:

- Technology needs: Microsoft Office, NetSuite, ADP
- Travel requirements (%): <10%