



Accounting Operations Lead Job Description



DETAILS OF ROLE

Job Title: Accounting Operations Lead
Compensation: competitive, including company benefits
Reporting to: Head of Operations
Location: London, Interchange Triangle, Camden
Duration: Permanent

COMPANY OVERVIEW

Parcelly is a truly unique tech start-up launched in December 2014, providing the UK's fastest growing network of open-loop parcel collection points with over 700 nationwide locations to date.

We believe parcel collection needs to be time efficient, reliable, but most of all put our customers in full control over how, when and where they receive online purchases. Being entirely online retailer and carrier agnostic, Parcelly's open loop technology can be used with any retailer online worldwide or easily be integrated into existing check-out systems along the supply chain.

Our fully smartphone based solution for last mile logistics is now expanding far beyond connecting online consumers to their most convenient local business location. Having recently launched a new Key Exchange service, which is a true industry first in the traditional logistics market, we are providing an additional layer of convenience for customers by allowing them to not only collect parcels at their preferred Parcelly location, but also to exchange keys with third parties as and when required.

Voted "*New Business of the Year 2015*" (F2N Business association), "*Best Innovation in eCommerce Delivery/Logistics 2016*" (eCommerce Awards for Excellence), "*Delivery Initiative of the Year*" and "*Startup Company of the Year 2016*" (Retail Systems Awards). Winner of "Publicis90 – Gold Award" 2016.

For more information visit: www.parcelly.com as well as: www.parcelly.com/blog.

ROLE SUMMARY

The Accounting Operations Lead works closely with the accounting, human resources, and finance teams. They are responsible for processing accurate payroll data for our domestic and international operations including state level filings. They will be the primary point of contact for employees on payroll questions and responsible for managing our third party payroll processing vendors.

The Accounting Operations Lead will also be very involved in supporting month-end close activities. The ideal candidate is highly detail oriented, enjoys providing excellent service, and is capable of researching and solving payroll related issues independently.

PRIMARY RESPONSIBILITIES

Your role will involve a variety of different responsibilities including:

- Execute the entire semi-monthly, multi-state and international payroll cycle for exempt and non-exempt employees by processing all compensation, including salaries, benefits, and reimbursements
- Process new hires, transfers, terminations, status changes, LOA's, tax changes, deductions, direct deposits, rate changes, retroactive adjustments and special pays
- Coordinate between third party vendors to process all deductions, including garnishments, flexible spending plans, retirement plans, and benefits contributions
- Provide prompt, courteous, and efficient customer service to employees who have questions regarding their pay, deductions, or the payroll process
- Prepare monthly payroll journal entries to the company's general ledger
- Ensure that all non-exempt employee timesheets are approved by supervisors in a timely fashion, and that timesheet data is processed accurately, including calculation of shift differentials and overtime pay. In case of error or omission, prepare and issue manual payroll checks as needed
- Work closely with Human Resources to ensure that all relevant employee record changes are made on an accurate and timely basis from onboarding through termination
- Participate in fiscal year end audit, including preparation of any auditor-required PBC items, schedules, and explanations
- Generate various payroll related reports, such as 401(k), PTO, FSA, and Dept of Labor Statistics reports; develop ad hoc reports as needed
- Participate as needed with accounting system implementation and participate in payroll-related system upgrades
- Develop and maintain payroll process documentation including firm timetables for payroll review and submission

SKILLS & EXPERIENCE

- Bachelor's Degree in Business, Accounting or Finance, preferred
- Minimum of 3 years payroll and accounting experience with multi-stat requirements and international subsidiaries
- Able to adapt to growing company needs while always hitting deadlines
- Proficient in MS Office and Google Apps
- Experience with Netsuite preferred
- Bonus Points
 - Certified Payroll Professional (CPP) designation preferred; American Payroll Association (APA) membership a plus
 - Experience with integrating a new accounting system
 - Experience with equity transactions and supporting financial audit process

WHAT WE OFFER

- Working for “one of the most innovative startups in B2C delivery”, awarded numerous times (www.parcelly.com/about) with plenty of scope for personal development
- Work alongside the founding team, the role is focused on supporting in all elements of the growth strategy and to get involved in the design, build and roll out of the next batch of our service and product development

Please send your CV and covering letter direct to careers@parcelly.com

We would like to invite candidates to find out more about Parcelly and the industry and most importantly try the service! Feedback is important to us and we'll often ask interviewees on their impressions of the service and improvements that can be made.