

We're on a mission to create a world where people love their work—and we're doing it in jeans.

(Sometimes sweatpants when we work from home!)

Help us make life-changing products and show us up in the office Ping-Pong rankings.

Roadtrip Nation seeks an Accounts Payable-Payroll Specialist to join our Accounting team. This position will impact a rapidly growing organization and offers career development opportunities for the right candidate.

You should be good with numbers, have an eagle-eye for detail and can be trusted with sensitive information. You should also have great communication skills to interact with colleagues and executives.

This role will ensure accurate processing and recording of company's payroll, provide timely and accurate financial information, perform accounting and clerical tasks to ensure the maintenance of vendor contracts, and processing of accounts payable, ensuring proper approvals and coding to process weekly check runs, corporate card and expense reports.

Responsibilities

- Respond to manager and employee payroll related questions
- Troubleshoot timekeeping issues; escalating to technical support when necessary
- Investigate and correct payroll discrepancies and errors
- Develop, manage and maintain comprehensive payroll records
- Define and propose payroll processing workflow
- Ensure compliance with state and federal payroll laws, taxes, and regulations
- Pay vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Ensure all invoices received for payment have proper internal approval
- Review aging report and pays invoices in a timely fashion
- Ensure all invoices are coded to the correct general ledger accounts and cost centers
- Maintain vendor information and prepare annual 1099s
- Pay employees by receiving and verifying expense reports and requests for advances; preparing checks

- Disburse petty cash by recording entry; verifying documentation
- Download and code all credit card transactions for 40 corporate credit card holders. Import into AP Invoice entry for review/posting by Assistant Controller
- Reconcile employee credit card receipts to credit card statement

Qualifications

- 3-5 years of experience in accounts payable and payroll duties
- Minimum 2 years of recent experience with ADP
- Excellent Excel skills required

Preferred Education/Experience

- Experience with Sage 100 a plus.

Apply here: <http://roadtripnation.com/about/careers>

About Roadtrip Nation

70% of Americans are unhappy with their work, and Roadtrip Nation has charged itself with finding a solution. You could call us a career exploration organization, but we do things a little differently. We don't just tell people what they should do; we help them find what they love to do—and we do it through travel and storytelling. (Hence those green RVs you see splashed on our website that maaaaaybe made you think we sell recreational vehicles.)

From our TV show that reaches 70 million households annually, to our educational tools that've helped 8 million students learn more about themselves and the world, we create products that empower people to get more out of work than just a paycheck. On a typical day, you can find us mid-brainstorm scrawling (sometimes incoherent) ideas on white boards, or huddling around a Photoshop file oohing and ahing. Of course, there's always time for fun. From hitting the beach at lunch to emailing each other important info in the form of memes, we know play isn't just a distraction—it's an imperative.

If you think you'd fit in well with us, we'd love to meet you!

Apply here: <http://roadtripnation.com/about/careers>