



PCI Manufacturing

Job Description

Job Title

Accounting / Payroll Clerk

Job Summary

The Accounting / Payroll Clerk performs a variety of clerical, bookkeeping/accounting, and payroll activities in support of the Accounting Department, providing strategic support to facilitate Muskogee Technology and PCI Manufacturing's overall business goals and objectives.

Reporting Relationship

The Accounting / Payroll Clerk shall report directly to the Financial Controller.

Job Classification

This position is classified as non-exempt.

Duties and Responsibilities

- Responsible for entering approved data in accounting system(s) to process transactions in a timely, comprehensive manner following document procedures and proper internal control practices.
- Reviews invoices, bills, vouchers, purchase orders, receivers or other documents for corrections before the initiation of processing activities. This will include questioning/validating data provided, gathering additional information, requesting clarification/backup documentation, correcting inaccuracies and/or addressing other issues and needs.
- Updates data by executing appropriate corrections, additions and deletions; balances and/or reconciles transactions, accounts and/or data entry in accordance with standard practice.
- Ensures all related tax reporting (1099's, etc.) and all required reports are submitted in a timely manner.
- Performs clerical and administrative duties for the President/CEO as needed.
- Prepares work in a manner that results in a complete and evident audit trail. Prepares various financial and accounting forms and logs.
- Maintains files in a timely and complete manner. Ensures that all documentation is filed appropriately and is accessible as required.
- Updates charts and figures using Excel spreadsheets of detailed E2 data and forwards to the appropriate personnel.
- Responsible for assisting the Management Staff in quality and compliance measures for all manufacturing which includes Small Fabrication, Heavy Fabrication, Shipping & Receiving, Machining, Composites, and relative supportive services.
- Assists in completing inspection reports, tags and papers with specific regard to manufacturing.
- Questions and validates data provided, gathers additional information, requests clarification/backup documentation, corrects inaccuracies and/or addresses other needs/issues prior (or subsequent) to the initiation of processing activities.
- Processes and issues employee paychecks and statements of earnings and deductions.
- Compiles employee time and payroll data from time sheets and other records.



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Atmore, AL 35602
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- Critically reviews time sheets, wage computation, and other information in an audit manner to detect and reconcile payroll discrepancies.
- Critically reviews and verifies attendance, hours worked, and pay adjustments, transfers, and resignations in an audit manner to maintain and update payroll records.
- Facilitates duties and activities to ensure appropriate accounting of payroll and benefit related items through effective liaison with Accounting and Human Resources staff.
- Supports external audit processes for benefit plans, taxes, etc.
- Manages manual or out-of-cycle payments, including terminations, retro pay, bonuses, employee benefit payments, deductions, remittances including health plans, savings plans, life insurance, taxes, and other related reporting.
- Ensures all payroll related tax reporting (W2, 941, 940, State, Federal, etc) and all required reports are submitted in a timely manner.
- Prepares account reconciliations for month end accounting cycle.
- Maintains accounting procedures that comply with all applicable laws regulating accounting principles, including Tribal, Federal, State and local.
- Ensures that all applicable operating policies and procedures are adhered to at all times without deviation.
- Maintains positive internal customer relationships by providing prompt, professional, and courteous responses to inquiries, issues, and concerns when appropriate.
- Keeps supervisor informed of non-routine issues and refers matters outside assigned scope of authority to appropriate individuals.
- Performs other duties as assigned by the appropriate member of management.

Qualifications

- Associate's Degree in Business Management, Accounting, or closely related field; or four years qualifiable employment experience or a combination of education and qualifiable employment experience in the fields of Accounting or Payroll required.
- Minimum of three (3) years verifiable employment experience in a professional office setting required.
- Minimum of two (2) years payroll administration and processing experience required with specific experience in manufacturing strongly preferred.
- Minimum of one (1) years experience with batch processing accounting systems required; Intuit QuickBooks and E2:JobBoss software experience strongly preferred. Must encompass the talent and skill necessary to promptly learn and utilize the QuickBooks and E2:JobBoss software programs as a condition of employment.
- Must be able to maintain complete confidentiality relative to sensitive payroll records, commercial/government non-disclosure agreement terms and conditions, and controlled audit documentation at the AS9100 QMS and ITAR levels as a condition of employment.
- Understanding of FAR clauses and/or Government funding mechanism compliance requirements and other applicable laws, regulations and codes strongly preferred.
- Ability to work in a team environment and communicate effectively with visitors, customers and co-workers at all levels of the company and within the framework of a quality management system in a productive and professional manner.
- Intermediate knowledge of Microsoft Excel required; proficiency in Microsoft Word and Outlook also required.



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- Demonstrated ability to create multiple reports from accounting software as needed by management.
- Must be proficient and accurate in operating a 10-Key calculator and in accurately and efficiently typing on a computer keyboard.
- Ability to add, subtract, multiply and divide in all units of measurement is required.
- Demonstrated ability to communicate effectively; must be able to communicate with employees, the general public, vendors and customers, and all levels of management, maintaining professionalism and respect.
- Must be well organized with excellent attention to detail and ability to coordinate various projects.
- Willing to work odd and irregular hours.
- Must adhere to business dress code as related to a professional setting and office environment.
- Must possess a valid state driver's license.
- Ability to comply with all other requirements as specified within the appropriate employee policies and procedures.

Physical Requirements

The physical demands described herein are representative of those which must be met by an employee to successfully perform the essential functions of the job. Employees must possess the ability to work in a standard office or conference room setting and use standard office equipment, including a computer.

To visit other company sites, employees must be able to operate a motor vehicle and fly in an aircraft, both of which may require sitting for prolonged periods of time. Employees must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Standing in work areas and walking between work areas will be required. This position requires an employee to occasionally bend, stoop, kneel, crouch, crawl, climb or balance; reach, push, and pull drawers and doors open and closed. The employee must occasionally lift and/or move up to 50 pounds.

PCI Manufacturing LLC (PCIM) is an equal opportunity employer. PCIM does not discriminate on the basis of age, sex, race, national origin, religion, marital status, sexual orientation or identity, or disability.

*Preference may be extended to qualified Native American Indian candidates.
in accordance with applicable federal law.*



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