

Human Resources and Accounting Coordinator

CMA Engineers, Inc. specializes in civil, environmental, and structural engineering and take pride in fostering an enjoyable, respectful, and professionally rewarding work environment. With additional offices in Manchester, NH, and Portland, ME, we offer flexibility, collaboration, and opportunities for professional growth.

General Position Functions:

The successful employee needs to have effective communication skills, be organized, detail-orientated, and adept at handling confidential information.

- Manage all aspects of bi-weekly payroll processing through ADP, ensuring accuracy and compliance with regulatory reporting requirements.
- Process all new hires, changes, and terminations.
- Stay informed on changes in payroll regulations and respond to payroll inquiries from employees regarding employee benefit programs.
- Prepare monthly general account reconciliations, including accrued wages, taxes, employee expenses and other items associated with annual external audits inclusive of financial statements and workers compensation.
- Administer CMA Engineers' employee credit card program and associated account postings.
- Collaborate with the Finance Director on potential growth opportunities in the accounting function.
- Other duties as assigned.

Education and Professional Requirements:

- Bachelor's degree preferred with a minimum of 3-4 years of experience.
- Participation in the Society for Human Resource Management. (desired)
- Familiarity with ADP and the Deltek Vantagepoint accounting system is preferred, but training will be provided.
- Proficiency at Microsoft Office 365 including, Word, Outlook and Excel.

Other Position Aspects:

- The position is part-time, up to 24 hours per week.
- The position location is based in Portsmouth, NH but the work can be conducted remotely most of the work week.
- The hourly pay is in the range of \$30.00 to \$33.00 per hour.

Sponsorship is not available for this position

NO PHONE CALLS OR RECRUITERS PLEASE

CMA Engineers is committed to equal employment opportunity and non-discrimination for all employees and qualified applicants without regard to a person's race, color, gender, sex, gender identity, age, religion, national origin, ancestry, disability, veteran status, genetic information, sexual orientation or any characteristic protected under applicable law.