



Atlantic CommTech Corporation is experiencing rapid growth. We are currently looking for qualified candidates for a payroll clerk position. This position will be located at our corporate office in Norfolk, VA.

Atlantic CommTech offers a comprehensive compensation package including: health, dental & vision insurance, life insurance and short / long-term disability, retirement program, paid time off (PTO), paid Federal holidays, and tuition assistance program.

#### SPECIFIC DUTIES AND RESPONSIBILITIES:

- Perform daily, weekly, biweekly, and monthly payroll operations in an accurate and timely manner
- Manage workflow to ensure all payroll transactions are processed accurately and on time
- Reconcile payroll prior to transmission for payment and validate reports
- Accurately process year end reporting, as required (W-2s)
- Process wage garnishments
- Other related duties

#### SPECIFIC SKILLS:

- Knowledge of Certified payroll regulations and reporting requirements, under both the Davis Bacon Act and the Service Contract Act
- Knowledge of processing in-house payroll (not 3rd party processing)
- Multi-state payroll tax calculations and reporting requirements
- Strong knowledge of both Federal and state regulations
- Working knowledge of best payroll practices
- Thorough knowledge of MS Excel
- Strong organizational and critical thinking skills
- Ability to work independently
- Team player
- Fast Learner
- Ability to pay close attention to details
- Ability to deal sensitively with confidential matters and materials

#### QUALIFICATIONS/REQUIREMENTS:

- High school diploma or GED
- 3-5 years' experience processing multi-state payroll including Certified payroll and knowledge of regulations and reporting requirements, for both Davis Bacon Act and Service Contract
- Deltek payroll software experience – **A Plus**

Atlantic CommTech is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

CRITICAL SYSTEMS • GLOBAL SOLUTIONS

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A Woman Owned Small Business

