



Accounts Payable / Payroll Specialist JOB DESCRIPTION

At Archtop Fiber, our mission is to be the true fiber of your community.

We believe in the power of local connectivity and dedication to bridging the digital divide in rural and suburban cities across the Hudson Valley and beyond. We have seen how larger cities often receive priority for broadband infrastructure upgrades, leaving smaller communities underserved.

Our commitment extends beyond providing reliable Internet and Phone services – We're not just living and working in Kingston, NY we are fully committed to our awesome community. From our fantastic **community programs** to fueling economic growth with improved connectivity and an abundance of tech-driven jobs, we're all about bringing fun and excitement to our neck of the woods!

What you'll do:

ACCOUNTS PAYABLE

- Receive and verify invoices prior to processing for payment.
- Correspond and work with vendors to research and resolve all discrepancies.
- Engaging with other departments to identify solutions.
- 3- way matching requisitions for goods and services to invoices to purchase orders and ensure all necessary approvals are obtained.
- Coding invoices and data entry.
- Reconcile vendor statements and resolve any discrepancies in a timely manner.
- Process weekly payments through various methods, such as checks, ACH, or wire transfers.
- Maintain accurate records of accounts payable transactions.
- Support with month-end closing processes related to accounts payable.
- Prepare and file sales tax returns as required.
- Support the accounting as needed with special projects.

PAYROLL ADMINISTRATION

- Payroll Administration, Payroll Services, and Payroll Processing skills
- Experience in handling payroll processes accurately and efficiently
- High attention to detail and strong analytical skills
- Knowledge of payroll software and systems
- Excellent communication and organizational skills
- Ability to prioritize tasks and meet strict deadlines
- Relevant certification or training in payroll administration



What you'll bring:

- Associate's degree in accounting or 3 years of experience.
- Experience in bank reconciliations and budget management.
- Proficiency with general ledger details, journal entries, and investment entries (incoming and outgoing).
- Prior experience balancing accounts.
- Strong understanding of payroll tax laws, reciprocities, and working in different jurisdictions.
- Experience with garnishment processing and payroll adjustments.
- Processing of union payrolls a plus.
- Solid knowledge of payroll & time systems, including multi-state tax calculations, salary prorations, and short-term disability calculations.
- Proficient in MS Office, especially Excel, with the ability to analyze complex data.
- Ability to work in a fast-paced, deadline-oriented environment.
- Strong work ethic and exceptional attention to detail.
- Excellent communication and customer service skills.
- Experience using QuickBooks or other accounting software.

What we offer:

- Competitive salary –60-85K
- Heavily subsidized medical, dental, and vision
- Holidays, PTO, and Flexible work schedules
- 401(k)
- Employee Assistance Program (EAP)
- Life insurance, short & long-term disability insurance
- Employee Referral Program
- Employee discount programs

Archtop Fiber is proud to be an Equal Opportunity Employer. We celebrate diversity and are committed to creating a welcoming and inclusive environment for all.

Send resumes to Careers@archtopfiber.com, or Cfraiman@archtopfiber.com