



UNIVERSAL STRATEGY GROUP, INC.

130 9th Avenue South, Suite 100
Franklin, TN 37064



Accounting, Payroll, and HR Specialist

USGI is a growing company in Franklin, TN. We currently have an opening at our headquarters for an accounting, payroll, and HR specialist. This position requires a motivated, self-starter who can respond to changing requirements and tasks, and take direction from Department Directors. The position requires the candidate to accomplish tasks individually or collaboratively on a variety of accounting, payroll, HR and other administrative support tasks for the company. Anticipated responsibilities for this new role are listed below.

Responsibilities

Payroll

- Enter and maintain information (e.g., employee compensation rates, bonuses, deductions, federal/state withholding, garnishments, and leave balances) in a dual payroll system to assist with generating semi-monthly paychecks and reports; calculate net salaries; research payroll procedures to ensure compliance with governmental laws and policies
- Ensure accurate and timely funding of 401(k) and HSA
- Maintain accurate garnishment of wages, as required
- Ensure all multi-state taxes and/or matters are remitted and resolved accurately and timely

Accounting

- Assist with accounts receivable responsibilities. Track A/R aging and research invoice issues or rejections. Ultimately, after appropriate training and development time, the candidate will be given responsibilities for creating and submitting all monthly invoices for approval.
- Assist with accounts payable; set up new vendor profiles, enter invoices and monthly stipends
- Review travel authorizations and expense reports for appropriate supporting documentation and verification of amounts; support the overall on-time payment of Employees, Vendors, Subcontractors, etc.
- Draft and submit miscellaneous journal entries for approval
- Provide various routine and ad hoc management or other reporting when needed.

Human Resources

- Maintain and reconcile employee data between accounting, payroll, and HR systems.
- Provide timely responses and prompt resolution of all inquiries via telephone or email to corporate leadership, Program Managers, employees, stakeholders, and clients.
- Support new hire orientation, onboarding, and all aspects of human resource related tasks.
- Facilitate onboarding and offboarding of new and termed employees. Duties include but are not limited to drafting offer letters, disseminating required forms and publications, and setting up newly hired personnel in all systems. Ultimately, serve as an administrative conduit between new hires, Program Managers, and headquarters staff.



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Required Skills/Abilities

- Able to acquire and maintain a U.S. Government SECRET level security clearance
- Ability to manage an entire payroll process end to end via Intuit Online/QuickBooks
- Competency with multi-state payroll processing
- Minimum two years' experience reconciling multi-state tax matters
- Excellent organizational skills and attention to detail
- Proficient with Microsoft Office Suite and related software
- Experience utilizing Accounting Systems to process journal entries and research problems

Preferred Skills/Abilities

- Current U.S. Government SECRET level security clearance
- High level of proficiency with payroll processes and the ability to anticipate problems and drive solutions.
- Experience utilizing UNANET Project Accounting Software
- Experience with or exposure to federal contracting or federal grants management highly desired
- Experience utilizing Human Resource Information Systems to process benefits and insurance elections

Education and Experience

- Minimum Bachelor's degree in Accounting, Business Management or related field
- At least two years' experience processing multi-state payroll required
- Minimum two years of accounting experience required

Compensation is dependent upon qualifications, skills, and experience. This is a salary-exempt position. Minimum qualifications for this position are deliberately set to cast a wider net. USGI is a supporter of those with alternate education and experience paths who could be value added to this organization. Candidate will directly report to the Assistant Director of Finance as your supervisor and have a supporting relationship to the HR/Recruiting Director for the dedicated HR tasks listed above.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

Job Type: Full-time

***** YOU MAY SUBMIT YOUR RESUME DIRECTLY TO HR@TEAMUSGI.COM *****