



Payroll Staff Accountant

Position Overview:

Barnes & Noble is the world's largest retail bookseller and the leading retailer of content, digital media and educational products. We operate over 600 Barnes & Noble bookstores in 50 states and one of the web's premier e-commerce sites, bn.com. Our Nook Digital business offers a lineup of popular NOOK® tablets and eReaders and an expansive collection of digital reading content through the NOOK® store.

We're proud to be an industry leader, consistently recognized for excellence in quality and customer service in our stores and online at bn.com.

An employee in this position can expect a starting rate between \$70,000 - \$80,000 annually, depending on experience, seniority, geographic locations, and other factors permitted by law.

We're seeking a Payroll Staff Accountant to join our team! The Payroll Staff Accountant is responsible for all accounting functions related to weekly payroll, encompassing payroll processing, general ledger account maintenance, and handling monthly accounting queries and journal entries. This role ensures accurate categorization of payroll expenses on the general ledger and investigates and explains any variances encountered.

Position Responsibilities:

- Ensure accurate processing of the weekly payroll general ledger edits and reconcile entries.
- Balance general ledger entries and reconcile payroll control reports.
- Reclass journal entries as necessary to ensure accurate accounting of payroll expenses on the general ledger.
- Investigate and rectify rejected payroll expense account entries.
- Collaborate with store managers and operations to address payroll-related issues.
- Identify and resolve potential discrepancies in payroll expenses.
- Assist with payroll processing and on demand off-cycle check requests.
- Provide comprehensive support to various departments for resolving payroll inquiries and concerns.
- Maintain strict compliance with payroll regulations and internal policies.
- Generate timely and precise payroll reports and schedules as needed.
- Support the preparation and reconciliation quarterly unemployment tax returns.

Position Qualifications:

- Bachelor's degree in Accounting, Finance, or related field, or equivalent experience.
- 3 – 5 years' experience in payroll processing and accounting.



- Proficiency in payroll and accounting software (PeopleSoft and Oracle Finance preferred) and MS Excel.
- Strong understanding of payroll laws, regulations, and compliance.
- Excellent analytical and problem-solving skills and attention to detail.
- Effective communication.
- Ability to prioritize tasks and work in a fast-paced environment.

To apply for this opportunity, please visit:

<https://jobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=26485&siteid=5009&Areq=74424BR>

Thank you for your interest in Barnes & Noble!