

Classification Title: Senior Accountant II**Grade: 25****Requisition No.: 6441****Organization: Business Operations****Location: ETTT****Number of Positions: 1****Project Assignment: Non-Deployed****Posting Date: 5/19/2015****Closing Date: 5/27/2015****Duties**

This position is responsible for the calculation and resulting payments for UCOR payroll. This includes, but is not limited to the following:

- Close-out of ADP Enterprise time keeping system weekly.
- Import timebank file into ADP Workforce Now and balance
- Import any other manual files into Workforce Now.
- Entry of Temporary Reclassifications, Manual Payments, PTO/Vacation Payout, Severance, Relocation, Educational Assistance, Retroactive Increases/Decreases, Other payments as required.
- Data entry and set up of certain voluntary payroll deductions: United Way, Legal Deductions, Union Dues in ADP.
- Payroll Check and Stub Distribution.
- Initiate payments for voluntary payroll deductions (United Way, Union Dues); complete associated monthly account reconciliations.
- Maintenance of the Payroll files and the employee payroll files.
- Ensure appropriate documentation accompanies all changes and payments.
- Ability to read and interpret union contracts and apply the union rules within the ADP system
- Ensure confidentiality of data (Privacy Act).

Job-Related Qualifications Required

- BS Degree or equivalent in accounting/finance with 8+ years' work experience in the desired education
- Experience with ADP Payroll application and data processing is preferred
- General knowledge of fundamental theories, principles, and terminology of several areas of accounting (payables, treasury, receivables, payroll, financial accounting, and cost accounting) gained through specialized education and/or work experience
- Proficiency and experience in the application of process cost accounting (general ledger accounting, etc.)
- General knowledge of basic business practices and fundamental business theories
- Basic knowledge of internal controls and the ability to develop and interpret accounting procedures and reports
- Skills in oral and written communication – interfacing in a group setting
- Skills in problem solving and analyzing cost systems information
- Skills and knowledge of computer system applications as applied to accounting functions; proficient in Excel, Access, Word, and PowerPoint
- Work experience related to financial accounting systems applications and database design
- Ideal candidate will be a self starter with an eye for detail. Accuracy is a must.
- May be assigned to a position in support of the site Emergency Operations Center or Joint Information Center.

Relocation: No

Assignment Ends: 7/31/2020

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NOTE: Candidates eligible for 3161 status must so indicate on their résumé or cover sheet and provide a copy of their 3161 Preference-In-Hiring Eligibility form with each résumé. Section 3161 of the National Defense Authorization Act requires UCOR to give preference-in-hiring to qualified 3161 eligible displaced Department of Energy (DOE) contractor employees before other external hiring on DOE-funded work takes place.



URS | CH2M (UCOR) Job Posting

Contact

Only web applications are going to be considered.

For **external** applicants (i.e. non-employees): go to the UCOR Employment external web site:
<http://www.ucor.com/employment.html> to submit your cover letter and résumé for a job posting.

For **UCOR employees**, go to the UCOR internal web site: <http://intranet.ettp.gov> and click on “J” for Job Postings.

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