



## An Exciting Opportunity at COTSWORKS

COTSWORKS seeks a **Payroll and Accounts Payable Specialist** to support our growing and unique Mil/Aero market for in-house designed and manufactured optoelectronic products and solutions

The **Payroll and Accounts Payable Specialist** plays a crucial role in our company's financial operations. The Specialist is primarily responsible for processing biweekly payroll and daily financial transactions related to accounts payable and the corporate credit card. The Specialist may assist with month-end journal entries and general ledger account reviews. This role requires an individual who can work independently and use sound judgment and discretion while fulfilling the job requirements. This full-time, salaried position reports to the Controller. The person in this job must be a **U.S. citizen** (No Green Card or Visa).

**COTSWORKS, INC.** designs and manufactures rugged optical components and subsystems to operate in harsh environments. Products are utilized worldwide in commercial and military aerospace and tactical, oil and gas, and other industrial markets. Our state-of-the-art manufacturing facility produces over 100,000 mission-critical rugged optoelectronic and interconnect products yearly. The company maintains a quality program with ISO 9100:2015 + AS9100D Certification and ATEX Compliance.

### Your tasks include the following:

- Processes the bi-weekly payroll, including any off-cycle, adjustments, and corrections, as necessary.
- Researches and analyzes employee payroll-related inquiries and other concerns.
- Prepares and maintains accurate records and reports of payroll transactions.
- Reviews hours and pay data, detect and reconcile payroll discrepancies.
- Supports all internal and external audits related to payroll and financial systems and records.
- Enters accounts payable information in the accounting system accurately and timely.
- Monitors and researches any deviations in expected costs from vendor shipments, invoices, and purchase orders.
- Assists the Finance team with the month-end close and any other month-end reviews.
- Recommends and adheres to document retention guidelines within legal requirements and regulations.
- Recommends improvement to systems that maintain financial records using current technologies.

### Qualification requirements include:

- An associate degree in accounting or a minimum of two (2) years in a similar role is required, preferably in a manufacturing environment.
- Familiarity with accounting and corporate finance principles and procedures.
- Demonstrates high attention to detail in maintaining required records and reports.
- Demonstrates proficiency using standard office productivity tools and equipment (i.e., QuickBooks and Microsoft Office).
- Proficient with the use of standard payroll systems (i.e., UKG).
- Strong organizational and time management skills in prioritizing and addressing multiple and sometimes conflicting demands.
- Demonstrates proficient analytical problem-solving and critical thinking skills.
- Ability to analyze, organize, and summarize financial information for decision-making purposes.
- Ability to maintain confidential and ethical standards while carrying out the position's duties.

**Have we piqued your interest or raised your curiosity?** If so, join our industry-leading team as we grow and help change how communication systems are made in aircraft and military applications. Contact us to see if this cutting-edge organization, with exciting applications and customers, could be for you!

**Apply online by uploading your resume at [www.cotsworks.com/careers](http://www.cotsworks.com/careers).** Full-time employees can enroll in our comprehensive benefits programs. COTSWORKS provides equal employment opportunities for all employees and applicants.

