



Accounting Associate – Payroll/AP/AR

Position Overview

Bold Ocean is currently looking for an **Accounting Associate– Payroll/AP/AR**. Bold Ocean, a leading U.S. Flag Shipping Company, is committed to servicing complex shipping needs for partners around the world, and our family of companies are the best in the industry. As part of the accounting team, this position will handle the payroll and benefits for our shipboard employees, as well as assist with Accounts Payable and Accounts Receivable functions. *Payroll & Benefits will make up roughly 50% of your time and the remainder will be assisting with Accounts Payable, Accounts Receivable, and other tasks as assigned by the Chief Accounting Officer.*

Job Type

Full-time position. This position is located at corporate headquarters in Annapolis, MD and will report to the Chief Accounting Officer.

Responsibilities

- Process vessel related payrolls- M&C Payrolls (Weekly), Standard Vessel Payrolls (Weekly), and Departure/Training Payrolls (as determined by schedule) to include importing/reviewing payroll data update, administering regulatory requirements, e.g., garnishments, tax levies, and support orders, and other adjustments to pay as necessary.
- Work with Crewing Coordinators each week to develop payroll schedule for cash demand planning.
- Manage payroll voucher and payroll documentation (W2, Cash Advance Records, Master's Cash Records, etc.).
- Process prior quarter adjustments related to vacation adjustments, etc.
- Upload ADP wage rate adjustments.
- Provide information to employees and managers on payroll matters, tax issues, and deductions.
- Audit new employee uploads into ADP once completed by Crewing Coordinators.
- Address benefit inquiries to ensure timely and accurate resolutions.
- Maintain records and support for open crew claim matters. Participate in monthly Crew Claims meetings.
- Assist with annual budget preparation.
- Generate GL file and post verified ADP crew payroll journal entries to Business Central (BC).
- Prepare and post EOM payroll accrual journal entries in BC.
- Prepare EOM Medical Receivables accounting file and journal entry.
- Process monthly benefit invoices for payment.
- Assist with Accounts Payable and Accounts Receivable duties roughly 50% of the time.
- Accounting tasks as assigned.

Qualifications

- A minimum of one to two years' payroll processing experience preferred. Experience with ADP WFN preferred.
- Bachelor's degree in accounting or related field preferred.
- Good hands-on experience with Microsoft Office products, particularly Word & Excel.
- Experience with Business Central a plus. Ability and willingness to learn new software.

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- Ability to maintain confidential and meticulous records.
- Excellent at managing details.
- Strong desire to learn and grow your skillset.
- Ability to manage a fluid workload schedule.
- Organized with good communication skills that are team oriented.
- Ability to work under pressure and meet tight deadlines.
- Critical thinker with a high proficiency in math.
- Ability to work independently and as part of a team.

Please submit resumes to HR@BoldOcean.com.

Bold Ocean is an equal opportunity employer and is committed to equal employment opportunities in recruitment, hiring, promotion, training, compensation and disciplinary action with regard to the terms and conditions of employment. Bold Ocean does not discriminate on the basis of race, religion, national origin, color, age, sex, disability, marital status, gender identity genetic information, sexual orientation, or sex, including pregnancy and childbirth, veteran status or any other legally protected characteristics.