**Hoffman Landscapes, Inc**. in Wilton, Connecticut is seeking qualified candidates for a Payroll and Accounting Assistant. Hoffman Landscapes is a $13 million business that serves RESIDENTIAL customers located in Fairfield and Litchfield Counties in CT and Westchester County in NY. Hoffman is a Top 100 Landscape Company and a Top 100 Snow Services Company. Hoffman Landscapes has a twenty-five-year track record of 10% plus yearly growth, top-notch customer service and a positive working environment. We also offer the excitement and opportunity that can only come from a company that is financially strong and committed to growth. All candidates are required to be self-motivated, solution orientated and have a positive attitude.

**General:**  
- Responsible for a facilitation of payroll for non-exempt employees  
- Coordinate with IT Dept. in processing payroll  
- Assist Accounting Dept. with payroll accounting within general ledger  
- Assist Human Resources with personnel compliance  
- Spearhead project to transition payroll to mobile application

**Details:**  
- Process timesheets into industry specific operational software  
- Ensure accuracy of payroll  
- Interface payroll from operational software into ADP  
- Interface payroll from ADP to general ledger  
- Maintain various account analysis and aid in the analysis of various accounts  
- Perform special projects as needed

**Requirements:**  
- Associates Accounting degree or equivalent  
- Bachelor’s degree is a plus  
- Proficient in Excel and QuickBooks a plus  
- Strong communication, interpersonal, and organizational skills  
- Spanish speaking a plus  
- Able to work independently and with a team  
- Ability to work in busy and high volume work environment

If you are a local candidate that is interested in joining the team at Hoffman Landscapes, please forward your resume to:  
  
Email: [Employment@HoffmanLandscapes.com](mailto:Employment@HoffmanLandscapes.com)  
  
Subject line: Payroll Applicant