



Payroll/GL Manager

About Donuts

Donuts Inc. is a leading global registry for new top-level Internet domain extensions. Donuts offers businesses, individuals and organizations new ways to manage and promote their online identities, in multiple languages and character sets. Donuts offers 238 new high-quality, top-level domains, including **.email**, **.guru**, **.social**, **.business**, **.life**, **.restaurant**, and many more. Donuts domains provide extensive variety to anyone wishing to enhance their brands online. Donuts Inc. is privately held, and has strong backing from Adams Street Partners, Austin Ventures, Emergence Capital and TL Ventures. Donuts is headquartered in Kirkland, Washington, with offices in Denver, Colorado and Dublin, Ireland. For more information, please visit www.donuts.domains. Donuts recently completed the acquisition of Rightside Group, Ltd., in Kirkland, WA.

This is an exciting time to join the Donuts team. The company is thriving: we've had a very successful track record since launch, we just completed an acquisition, and are now gearing up for our next phase of growth. As we help build out the new Internet, we are hiring smart, energetic people who like to make an impact and know how to get things done. Read on to find out what makes us tick and how you can be part of the team that's making it happen.

What this role is about

We're seeking an experienced payroll and GL accountant to roll up their sleeves and join a great group of dedicated people working to ensure Donuts' US and international employees are supported and get paid on time and error-free.

Responsibilities

- Processing of semi-monthly and bi-weekly US payroll via ADP and oversee payroll processing in Canada, UK, Ireland, and China
- Maintain ongoing awareness of relevant federal, state and local laws
- Manage post payroll benefit outputs and transmissions
- Journal entry preparation and account reconciliations related to payroll and benefits
- Reconcile quarterly and yearly payroll tax reports, including W-2s
- Create policies and procedure documents to comply with federal, state, and local legal requirements as well as organizational best practices
- Support employees to clarify any payroll related concerns
- Partner with Human Resources on all benefits and employee updates
- Support accounting department in month end close process in assorted non-payroll related accounts
- Assist with monthly, quarterly and annual state, local and federal tax compliance

Required Experience

- 7-10 years of payroll experience within a 100+ employee organization
- International payroll experience
- ADP expertise

Send your resume to: job-121702@donuts.email