



AMEWAS, Inc., a growing Department of Defense (DoD)/ Federal Contractor, built on the premise of “Innovating Tomorrow’s Solutions Today.” We’ve created a close knit family culture focused on continual learning, professionalism and high-performance. Our customers give us praise for the quality of our product: *our employees*.

Come find out why.

**The position:**

AMEWAS, Inc. is in search of a full-time experienced Payroll and HR Assistant. The Payroll and HR Assistant must be knowledgeable in payroll taxes and, although not required, federal/state labor law familiarity desired. This position requires excellent communication (written and oral), computer and organizational skills. The ability to multi-task in a high-paced environment is essential. Excellent interpersonal skills necessary. The ability to maintain the highest level of confidentiality required.

This position is classified as AMEWAS labor category Administrative Assistant.

**About the location:** California, Maryland [#1 City Hiring the Most High-Tech Workers](#) (California-Lexington Park, Maryland). To learn more about our surrounding location, please visit: [Visit St. Mary’s](#).

**A typical day as a Payroll and HR Assistant may include:**

- Payroll recordkeeping, fielding phone calls and assisting employees with tax and payroll inquiries.
- Track payroll postings to the general ledger to ensure proper accounting.
- Prepare and track miscellaneous PR deductions
- Prepare PR tax payments for payment processing
- Prepare PR deductions for payment processing
- Prepare spreadsheets for upload to Principal for 401k
- Assist with PR processing verification
  - Verify PR folder entries
  - Verify PR reports prior to GL posting
- Assist with reconciliation of PR deductions/contributions to vendor billing statements & benefit invoices, PR Edit and EMF
- Enter new employee information and make changes to current employee records in Costpoint and Deltek ESS
- Extracts data from Costpoint after open enrollment cycle closes and prepares reports for benefit broker
- Tracks employee FMLA usage
- Other administrative tasking as necessary

**Must-haves:**

- HS Diploma or equivalent
- Proficient ability using Costpoint
- Familiarity with Deltek ESS desired

**Skills crucial to success at AMEWAS, Inc.:**

Customer-focused attitude with high level of professionalism and discretion. Ability to work effectively with management and part of a team to meet targets. Is reliable, possesses initiative, and works well as an individual or part of a team.

**Physical environment and working conditions:**

The physical environment requires the employee to work in an office, sitting in a cubicle or at a desk, looking at a computer for most of the workday. Work is physically comfortable. The employee has discretion about walking, standing, etc.

The employee may be required to walk short distances to offices/conference rooms and buildings on site. In some occasions, the employee may be required to drive to offices or buildings near the work site. In rare occasions, travel may be required.

**Refer to a friend:**

If you know someone who may be interested, please share this posting. We are a growing team and there may be more opportunities like this one here at AMEWAS, Inc.!

**More about Us:**

AMEWAS, Inc. is a small, Veteran-owned company that has been providing excellent technical, engineering, administrative, and management services to the Department of Defense for more than 35 years. At AMEWAS we understand the need for a successful work/life balance and are focused not just on fulfilling customers' needs, but ensuring our employees are a top priority as well.

Staying connected to our core values sets us apart from our competition! AMEWAS easily recognizes and rewards performance, dedication and longevity. We are committed to investing in our employees and their future by providing them with competitive compensation, career development, optimum working conditions, and unique benefits.

AMEWAS participates with E-Verify to confirm eligibility to work in the United States.

AMEWAS Inc. is an Equal Opportunity Employer for all including individuals with disabilities and protected veterans. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Be sure to check out the rest of our website at [www.amewas.com](http://www.amewas.com) for more information about our company, benefits & family!

**Our excellent benefits and perks include:**

- Medical, dental, vision, 401(k), Life/AD&D/STD/LTD insurance

- Paid vacation, holiday and sick leave
- Generous tuition & training assistance program
- Relocation assistance
- Sign-on bonuses
- Employee longevity recognition
- Community involvement & outreach
- Team building events
- Recognition program
- Wellness program
- Employee Assistance Program (EAP)
- Mobile service discount
- Discounted gym membership

If interested, please submit your resume at <http://amewas.applicantstack.com/x/openings>

To learn more about our organization and our Equal Employment Opportunity policies, please visit <http://www.amewas.com>.

AMEWAS Inc. is an Equal Employment Opportunity Employer. We do not discriminate on the basis of any protected class. Additionally, AMEWAS, Inc. will make reasonable accommodations for qualified individuals with known or perceived disabilities unless doing so would result in an undue hardship. Individuals with disabilities who need assistance with the application process may call 301-863-7102. Finally, AMEWAS, Inc. strictly follows guidelines regarding the Pay Transparency Nondiscrimination Provision.

Please note: AMEWAS, Inc. does not accept unsolicited resumes. Unsolicited resume or applications submitted by a third party will not be reviewed. Job applicants only. No staffing agencies, recruiters or headhunters, please.