

JOB POSTING

JOB TITLE: Payroll Coordinator
WAGE RANGE: TBD
DEPARTMENT: Finance
REPORTS TO: Corporate Controller

Job Summary:

This position is directly responsible for managing the payroll process in its entirety, providing value throughout the organization.

Deliverables:

Consistently and accurately process payroll and associated accounting functions on a bi-weekly basis.

Job Duties:

Essential Functions

- Manage the Payroll Function accurately and efficiently on a bi-weekly basis.
- Maintain payroll system up-to-date and accurate for all employee data.
- Review and verify employee timekeeping activity, ensure supervisors approve bi-weekly timesheets, make any adjustments as required.
- Process payroll through payroll system bi-weekly, including withholdings, loans, 401k changes, garnishments, etc.
- Issue and distribute paychecks.
- Prepare accounting journals related to payroll in a timely fashion.
- Answer payroll-related questions and resolve issues regarding payroll.
- Ensure compliance with company policies, industry regulations, tax, and deduction laws.

Additional Responsibilities

- Work in coordination with the HR department on maintaining and updating payroll records for new employees, promotions, transfers.
- Maintain accurate payroll records for all employees
- Maintain accurate benefits records for all employees.
- Assist in the documentation, preparation, and delivery of various HR reports related to Worker's Compensation, 401(k), EEOC, and benefits administration.
- Other duties as assigned.

Education and Qualifications:

- Minimum of an Associate's Degree along with three years experience in Payroll or equivalent education/experience.
- Excellent interpersonal, computer, and communications skills (verbal and written).
- High degree of integrity and maintaining confidentiality are required.
- Ability to work cooperatively as a team member to meet payroll deadlines.