

Payroll Clerk

This position shares services between accounting services and human resources, but reports directly to accounting for growth opportunities. This position requires an extremely high-level of confidentiality and professionalism at all times. Process semi-monthly payroll and must be accountable for reviewing timekeeping information to appropriately handle timely calculations and payment of salary/wages. This position requires an understanding of payroll federal, state and local laws. Must understand timecards, timecard reporting and a general understanding of the Fair Labor Standards Act. Support the annual budgeting and auditing processes with requested information needed to prepare various schedules/reports. Required to stay up-to-date in job knowledge by taking periodic trainings in the payroll field. This position requires a confidentiality statement on file with the Human Resources Department and assist with other duties as assigned.

Education and Experience Requirements:

Minimum of Associate's degree in accounting or finance. Three plus (3+) years of experience in general accounting with increasing levels of responsibility and required experience with payroll processing. Must have experience working with salaried and hourly employees. Experience processing payroll through ADP a must. Payroll certification a plus. Solid communication skills, must possess attention to detail, strong technology skills particularly expertise with Microsoft Excel, solid organizational and analytical skills.

Excellence benefits package, including 401 (k); immediate vesting.

To apply, please submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=227397&source=CC2&lang=en_US

EOE