

Job Title: **Payroll Coordinator**

Shift: 1

Department: Human Resources

Location: Sioux Falls

Reports To: Payroll Manager

FLSA Status: Non-Exempt

Position Purpose

- This position is involved in the processing of corporate wide payroll and all related activities. In partnership with the Payroll Manager, Human Resources, and Finance this position will provide payroll and related support to ensure wage, benefit, financial, and reporting activities are timely, accurate, and compliant with internal and external requirements.

Essential Duties & Responsibilities

- Perform daily payroll department operations
- Manage workflow to ensure all payroll transactions are processed accurately and timely
- Establish, develop, maintain and update filing system for corporate wide employee files.
- Reconcile payroll prior to transmission and validate confirmed reports.
- Work closely with Finance to understand and ensure proper taxation on wages & benefits.
- Act as a liaison with management to assist in any payroll matters
- Execute time and attendance processing.
- Develop and maintain financial and ad hoc reporting weekly and monthly
- Responsible for timely year end reporting (W-2, 401k etc..)
- Perform some financial functions in support of the CFO and finance team including headcount reporting.
- Process manual check runs as well as error tracking
- Review, analyzes, and checks payroll and reports for accuracy
- Interacts with local, state, and federal agencies on issues pertaining to wages and benefits
- Apply payroll best practices on an ongoing basis

Knowledge / Skills / Abilities

- Work requires basic knowledge of business and an excellent command of the English language.
- Must have thorough knowledge of secretarial, office administrative procedures, and knowledge of use and operation of standard office equipment.
- Must have extensive working knowledge Microsoft Office Suite, specifically Excel.
- Must have high level of interpersonal skills to handle sensitive and confidential information and situations.
- Must be self-directing and able to work well independently, with strong planning and organizational skills.
- Strong analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.

- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Independent judgment is required to plan, prioritize, and organize diversified workload.

Qualifications / Prior Experience

- BA/BS Degree in Finance, Accounting, Human Resources or Business Administration desired.
- Certified Payroll Professional preferred, but not required
- Minimum of three (3) Years in a payroll processing.
- Understanding of State & Federal payroll and tax requirements helpful
- Prior experience working with ADP or similar products

Work Environment / Other Requirements

- Must be able to use office equipment (scanner, printer, copier, computer)
- Must be able to talk/hear/sit for prolonged periods of time
- Must be able to lift up to 25lbs on occasional basis
- The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA limits.

This position is a (3) month temporary position for 20 hours per week. If interested, please submit resume to Emily Sutton – Emily.sutton@amesburytruth.com