

Description:

Scope/Purpose of the Position

The Payroll Assistant Payroll Administrator, process employees' paychecks by collecting their payroll data and timesheets. Their duties include verifying employees' work hours and payment through the payroll system, issuing deductions, earnings and other statements to employees and updating payroll records regularly. They are responsible for entering payroll information into our software, adding new hires into our system, garnishing wages when necessary, and making sure paychecks go out on time.

Major Responsibilities and Essential Functions

- Maintaining payroll information by collating, calculating and entering data
- Entering new hire data into the payroll system
- Updating payroll records by entering any changes to employee information or benefits such as job title changes, exemptions and saving deductions
- Preparing reports that include summaries of earnings, tax deductions, leave, compassionate leave and non-taxable wages
- Calculating payroll liabilities by determining employee taxes, including federal and state income and social security tax, and calculating employer's payments for social security, unemployment and worker's compensation
- Resolving payroll discrepancies and answering any employee payroll queries
- Maintaining all payroll operations according to company policies and procedures
- Processing and issuing W-2 forms to employees

Requirements:

- Strong computer skills such as typing, system and software knowledge
- Knowledge of wage withholding orders
- Accurate data entry skills with great attention to detail
- Excellent communication skills, both verbal and written, to communicate with employees regarding their issues and concerns
- Good client service skills
- Being an effective team player
- Sound decision-making skills
- Ability to multitask in a stressful environment with specific deadlines
- Ability to work independently in a time-sensitive environment
- Confidentiality and respect for the privacy of employee records

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