



PAYROLL ADMINISTRATOR – PART TIME

Job Summary:

The Payroll Administrator will oversee the daily functions of the Payroll department including but not limited to administering pay, benefits, and process improvements.

Duties/Responsibilities:

- Manage and guarantee disbursement of payroll, including garnishments, benefits and taxes consistent with federal and state wage and hour laws.
- Ensure the processing of new hires, temporary workers, transfers, promotions and terminations is accurate and timely.
- Maintains compliance with and working knowledge of federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Critically review and analyze current payroll, benefits and tax procedures in order to recommend and implement changes leading to best-practice operations.
- Ensure systems are set-up and updated to reflect our current employee base, including wages, benefits, sick and vacation time in line with current policies.
- Manage regular preparation of relevant management reports, including weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.).
- Provides integration and development support for applications across the enterprise.
- Creates, maintains and manages business processes, organizational structures, role assignments, application configuration and user account security in QuickBooks and Intuit.
- Assists president and superintendent with necessary locations, job codes, bonus / equity, salary grades and management levels.
- Monitors, tests, and serves as primary owner for data loads into the HR systems (eg. Merit, Organization changes, assignment changes, etc...)
- Develops and maintains processes that ensure accuracy, consistency, and integrity of HR processes & data.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.

- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Minimum of three years payroll experience required.
- Knowledge of QuickBooks and Intuit preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 10 pounds at times.

Pay Range: \$20 - \$25 per hour, based on experience.

Job Status: Part Time. Position can be remote or hybrid.

Location: Galesburg, Michigan