

BELTONE ELECTRONICS – POSITION DESCRIPTION

POSITION TITLE

Payroll Administrator

REPORTS TO:

Supervisor, Payroll

PRIMARY FUNCTION:

Processing of biweekly payroll for hourly and salaried employees. Monitoring time and attendance system. Create and analyze payroll reports.

AREAS OF RESPONSIBILITY:

1. Maintain department correspondence and payroll records according to company and government regulations.
2. Create and import time & attendance files.
3. ADP data entry
4. Send and receive payroll & vendor files
5. Create Reportsmith reports
6. Prepare checks for distribution
7. Answer supervisor/employee questions related to paychecks
8. Troubleshoot, offer new ideas, methods and solutions.
9. Serve as back up to other Payroll positions.

SUPERVISORY RESPONSIBILITIES: None

CONTACTS:

Managers, supervisors and employees

EDUCATION:

BS/BA and CPP preferred. High school – plus additional educational focus on accounting/finance required.

EXPERIENCE:

2-3 years of progressively responsible payroll experience, ADP Enterprise, Reportsmith, and Kronos systems, general accounting procedures, federal, state, & local payroll tax laws and regulations/reporting requirements, garnishment, levy and child support processing

KNOWLEDGE SPECIFICATIONS:

Strong PC skills – MS Excel and Word, understanding of HRIS systems, strong written and oral communication skills, solid problem solving ability and analytical skills

PHYSICAL DEMANDS:

Primarily sitting; occasionally required to lift up to 20 lbs.

WORKING ENVIRONMENT:

Office environment

APPROVAL:

Pauline O’Kerns, Payroll/HRIS Manager

DATE:

September 1, 2009