
Payroll Administrator

Title: Payroll Administrator
Division: Corporate Services Division
Department: Accounting
Reports to: Senior Accountant and Manager
Classification: Non-exempt

Summary of the Job

The Payroll Administrator is an experienced payroll specialist and is responsible for preparing and processing biweekly payroll using an automated system to produce a highly accurate and timely payroll. This is a position of trust and as such requires attention to detail and accuracy regarding data entry and payroll calculations, as well as a high level of confidentiality. This position is also responsible for accurately recording and reconciling certain general ledger journal entries and accounts and administering the day-to-day procurement process through the review of purchase requisitions and the issuance of purchase orders.

Essential Functions

Payroll

- Process biweekly transfer of payroll data to ADP
 - Extract time records for hourly employees for appropriate period(s)
 - Ensure all hourly employee's time has been entered in Workamajig
 - Setup and maintain out-of-state withholding accounts for all employees
 - Reconcile paid time off records through ADP and Workamajig
 - Administer and process final pay check reconciliation for employee terminations
 - Validate tax reporting documents, including 941 tax returns and W-2 statements
 - Prepare and generate ad-hoc internal management reports
 - Reconcile monthly benefit bills and COBRA statements
 - Prepare documentation for 401(k) audit and bi-weekly 401(k) contributions
 - Other clerical tasks for employee payroll record keeping and accounting
- With management approval, attend available seminars, meetings, or classes to ensure up-to-date education as it relates to wage and hour, payroll tax, and federal and state regulations

Accounting

- Perform month-end closing duties, including reconciling various balance sheet accounts as directed by management, creating miscellaneous journal entries and creating accruals for payroll and 401(k)
- Provide assistance and backup for Accounts Payable workflow

Procurement

- Issue purchase orders in a timely manner once all applicable approvals have been submitted
- Verify that the purchase order does not exceed the available budget
- Validate the information entered by Accounts Payable and work with Accounts Payable on closing purchase orders once all invoices have been received
- Maintain tight controls on all purchasing within DWA as well being the go-to person for all purchasing related assistance

- Enter data and maintain DWA's purchasing module in Workamajig
- Monitor and, if necessary, reject purchase requisitions if budgets have been exceeded or if required approvals have not been obtained

Education and Experience

- Associate's degree (AA) or equivalent from two-year college or an equivalent combination of education and related experience
- ADP Workforce Now and accounts payable experience required. Purchasing experience a plus
- Minimum 4 years of various accounting and payroll roles in a fast-paced, expanding organization;
- High-level proficiency in Excel, payroll, and accounting software required
- Strong computational ability and attention to detail
- Strong organizational and time management skills
- Strong ability to prioritize job responsibilities and work independently while managing multiple projects and responsibilities
- Familiarity with journal entries and month-end reconciliations
- Strong ability to work in a team environment

Competencies

- Behaviors and qualities of a professional and a lifelong commitment to professional development as demonstrated by a strong ability to manage time, work in a collaborative way, adapt to change, act in a professional manner, manage stress, and demonstrate a service orientation
- A commitment to conducting business according to the highest ethical standards as demonstrated by a strong knowledge of industry legal compliance guidelines, organizational ethics, and demonstration of personal ethics and integrity
- Ability to communicate effectively as demonstrated by intermediate level verbal skills, writing skills, and presentation skills
- Knowledge, skills, and abilities necessary to achieve continuous quality improvement as exhibited by strong accuracy, problem solving, quality management, and client-readiness behaviors
- Intermediate level project management skills, including the ability to provide project leadership and apply applicable methodologies to manage all project stages, including initiating a project, planning a project, executing a project, monitoring and controlling a project, and closing a project