



## **PAYROLL ADMINISTRATOR**

OnTrack is an equal opportunity employer. OnTrack does not discriminate against applicants or employees based on race, color, gender, religion, age, national origin, physical or mental disability, sexual orientation, gender identity, family relationship, marital status, veteran status, military service, employment status, or any other classification protected by local, state, or federal law. Any person who needs accommodation to participate in the application process should communicate with Human Resources. Any employee who needs accommodation to perform the essential functions of his or her job should communicate with his or her supervisor. OnTrack will work with an applicant or employee to evaluate whether there is a reasonable accommodation that does not pose an undue hardship on the operations of his or her department.

**JOB SUMMARY:** Responsible for bi-weekly payroll processing; posting payroll expenses to general ledger; process retirement account deposits, including employer match, partner with HR on reconciliation of benefits statements and enrollment status. Serve as resource to managers and employees regarding payroll, time off and any timekeeping discrepancies, payroll errors. Working knowledge of employment law to ensure accurate and compliant leave tracking and pay policies. Ensure unemployment claims inquiries and workers compensation claims are processed correctly.

**SUPERVISED BY:** Finance Director

**STATUS:** This position non-exempt, full time

**Supervision Exercised:** None

### **Essential Functions:**

- Responsible for the preparation and processing of biweekly payroll for over 100 employees; review and ensure accuracy of approved timesheets; track and deduct all garnishments and other special payroll deductions
- Responsible for the coordination efforts between payroll, human resources, finance and other departments to ensure proper reporting, and maintenance of employee data (including preparation/distribution of detailed reports, e.g. personnel expenses by cost center work, overtime, leave balances, head count, and retirement contribution reports)
- Handle the administration of the electronic timekeeping system. Setup each employee, review programs for each employee's charges, and adherence to FLSA; monitor submissions of approved timesheets, ensure valid data transfers to/from payroll service
- Provide ADP training to all new hires, including managers. Tasks include timecard use and approval, requesting time off, employee profile settings and accessing departmental reports,
- Establish/maintain employee records; ensure that employee changes are entered correctly and made on a timely basis; review changes for proper authorization and adherence to policy including compliance with federal/state/local regulations
- In coordination with HR, manage and monitor all benefits enrollments; reconcile monthly benefits bills to ensure charges and enrollments match.
- Review and manage FSA fund disbursements, retirement program contributions and employer matches.
- Work collaboratively as member of Finance team; provide Accounts Payable support as needed

## **JOB REQUIREMENTS**

### **Experience and Skills Requirements:**

- 2+ years of experience working in accounting, finance, or payroll
- Proficiency in Microsoft Office and payroll software programs.
- Strong numerical aptitude and attention to detail.
- Excellent communication skills, both verbal and written.
- Good time management
- Working knowledge of relevant legal regulations.
- Able to prioritize and multitask effectively. Extensive knowledge of the payroll function including preparation, balancing, internal control, and payroll taxes.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.

### **Education/Licensure/Certification requirement:**

- High school diploma/GED required.
- Degree in business administration, finance, or accounting preferred.
- Proof of COVID-19 vaccination required

**Background/ Drug Screen:** Clear background check; “clean” drug screen

**References:** 3 professional references required to verify experience

**Work environment:** This job is primarily sedentary work and located in a standard office environment. Visual acuity is required for review of documentation, spreadsheets, and viewing of computer monitor. Occasional local travel to various job sites is necessary upon request. Ability to use a telephone and computer a significant portion of every workday.

**Not Comprehensive List:** *This is not intended to be a comprehensive list of all duties and responsibilities and is representative of the scope of the work. The duties and responsibilities listed in this job description may be subject to change at any time due to reasonable accommodation or other reasons.*