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| **Position:** | Payroll Specialist | **Supervisor:** | Controller |
| **FLSA/Status:** | Non-Exempt/ Full Time | **Last Updated:** | June 3, 2020 |

# Summary

The Payroll Specialist is responsible for a variety of payroll activities, including but not limited to processing payroll, providing payroll information and guidance to our stakeholders while maintaining the organization of payroll records.

# Essential Job Functions and duties

* Accurately process payroll for 100+ employees on a weekly basis including timecard allocation and entry
* Support employee portal and electronic timekeeping initiatives
* Assist with payroll-related WIDOT, federal, state, job, city payments and form filings according to relevant monthly, quarterly, annual, and bi-annual schedules
* Provide payroll information requests as needed including annual financial audit/review, insurance renewal, and workers comp
* Ensure accurate deductions are applied in coordination with HR responsible for benefits administration
* Stay current on payroll practices and compliance while sharing knowledge accordingly
* Mail/distribute paychecks and paystubs to employees
* Actively participate in meetings, trainings, and work groups including EOS (Entrepreneurial Operating System)
* Maintain payroll records and files
* Process direct deposit changes
* Follow-up with managers, customers, and government on timekeeping and pay related issues
* Onboard, Offboard, Layoff, Re-hire, Re-Issue items for employees including GPS, fuel pins, and cell phones
* Maintain a reliable office presence during regular business hours
* Provide backup for administrative assistant in answering, screening, and directing calls to appropriate destination
* Provide administrative support with general activities including office presentation, office equipment, document retention/destruction, mail, office supplies, filling, cleaning, and making coffee
* Collaboration with Operations/Area Managers/Branch Managers
* Cooperate with and assists President, Vice President, Controller, and Operations
* Supports upper management with projects
* Perform other duties and backup coverage for other functions as assigned

# JOb requirements

* Associate degree in finance, accounting, or business-related field or 2+ years of work-related experience
* Ability to maintain high degree of confidentiality and ethical standards
* Applicable experience in payroll processing experience in a high-volume, fast-paced environment is preferred
* Strong knowledge of federal, state, and local wage and deduction laws, regulations, and rules
* Excellent organizational and time management skills; ability to plan and coordinate work independently balancing multiple work demands in a fast-paced environment
* Excellent problem-solving skills
* Ability to be customer-focused and quality-driven with strong customer service skills and focus
* Ability to analyze data, draw appropriate conclusions and recommend solutions
* Flexibility in the work environment and willingness and ability to adapt to changing organizational needs
* Knowledge of Vista by Viewpoint including Employee Portal is a plus
* Knowledge of administrative and clerical procedures
* Ability to work independently while supporting a team environment
* Good information management and multi-tasking skills
* Attention to detail, careful and thorough in completing work tasks
* Strong initiative to challenges and responsibilities
* Demonstrated computer and software skills required, proficiency with Microsoft Office Suite
* Ability to sit for long periods of time.
* Constantly operates a computer and other office equipment.
* Frequently communicates with other people in the organization as well as people outside the organization.

# Additional Skills and qualifications

* Must follow all company policies, procedures, and processes for safe and successful completion of projects
* Ability to read and write clearly and legibly
* Strong problem solving and deductive reasoning skills
* Demonstrate Mega Rentals’ Core Values
  + **Excellence-** Take pride in our efforts towards continuous improvement and quality work. We are committed to being the best.
  + **Dependability-** Meeting our customer’s needs through experience, knowledge and ingenuity to ensure timely project completion.
  + **Honesty-** We do what is right, acknowledge our mistakes, and act with courage and fortitude.
  + **Safety-** Our passion is to protect our team members, the public and our customers by mitigating the inherent risks associated with the improvement of infrastructure.
  + **Teamwork-** All team members support and encourage each other to ensure the company goals are being met, knowing that success enriches the lives of all stake holders.