

POSITION DESCRIPTION

POSITION TITLE: Payroll Associate

REVISED: May 2021

FLSA CLASSIFICATION: Non-Exempt

SUPERVISOR'S TITLE: Payroll Manager

POSITION PURPOSE:

The Payroll Associate is responsible for compiling and entering payroll data, such as hours worked, sales or piecework, taxes, insurance, from time sheets and other records; ensures employees are paid accurately and on time; and keeps payroll files up to date. Checks time-worked inputs for calculating, coding, or other errors and makes applicable changes..

Essential Functions:

Essential functions include the following. Other duties may be assigned.

- Enters, maintains and/or processes information in the payroll system; information may include employee's hourly rates, salaries, commissions, bonuses or other compensation, time worked, paid leave and holidays, deductions and withholding, address changes, and other information.
- Issues, or reissues, physical or replacement checks or direct deposits due to payroll errors or final discharge.
- Responsible for responding to employees
- Responsible for managing Payroll Queue's including tickets, phone and email.
- Responsible for the proper handling of outgoing mail.
- Assists Payroll Manager and Senior Management with various duties, projects, and initiatives as requested.
- Supports colleagues as needed for timely completion of job duties.
- Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

- High School diploma or equivalent required.
- Two years of experience in accounting or bookkeeping with at least six months of experience in payroll preferred.

LANGUAGE SKILLS:

- Ability to effectively communicate (oral and written) in English with both internal and external customers
- Communicating with supervisors, co-workers, subordinates, and people outside of Tilson, representing Tilson to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Ability to understand and communicate with clients and client employees regarding benefits and payroll functions

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must have a valid U.S. driver's license and valid proof of insurance

TECHNICAL/COMPUTER SKILLS:

- Ability to effectively use email (MS outlook) and MS Office software programs as necessary
- Ability and willingness to effectively use other job-related technology tools

OTHER SKILLS AND ABILITIES:

- Above average attention to detail necessary
- Organize, plan, and prioritize work
- Ability to work on multiple projects simultaneously with frequent interruptions
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- Mathematical skills to understand financial calculations and conduct computations as needed

PHYSICAL DEMANDS:

- Ability to stand under 1/3 of the time.
- Ability to walk under 1/3 of the time.
- Ability to sit over 2/3 of the time.
- Ability to talk or hear from 1/3 to 2/3 of the time.
- Ability to lift over 20lbs. under 1/3 of the time.

WORK ENVIRONMENT:

- The work environment is that of a fast-paced office with minimal to high noise levels and moderate temperatures.
- This position requires working independently as well as part of a team
- This position requires verbal and face-to-face contact with others daily
- Frequent use of a computer is necessary
- This position requires the use of all general office equipment
- The position requires client information be maintained appropriately confidential

The essential duties, knowledge, skills, abilities, work environment, and physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please read carefully and check one of the choices below:

- I have reviewed the job description above. I can perform all the essential functions of the job.

- I have reviewed the job description above. I can perform all the essential functions of the job with the following reasonable accommodations:

Print employee name: _____

Employee Signature: _____

Supervisor Signature _____

Date: _____