Description

We are looking for an entry-level Payroll Administrator. The ideal candidate will be detail-oriented, flexible, quick, and maintain the highest standard of confidentiality. They will learn the payroll process from our Subject Matter Experts. This role will be reviewing timesheets and analyzing them for errors, performing data entry, filing, and helping with year-end reporting.

This is an excellent opportunity to gain further knowledge and join a fun and talented team!

What Will You Be Doing?

• Assist in the timely processing of staff payroll by labour regulations.
• Follow approved procedures for the timely collection, calculation, and data entry of payment information.
• Perform routine audits and researches payroll entries.
• Respond to inquiries related to payroll, deductions, and other pay-related issues.
• Responsible for daily pickup and distribution of payroll mail; scans and files payroll correspondence, adhering to department naming conventions.
• Prepare and submit ACH and wire requests for approval and subsequent processing.
• Assist management in maintaining the team’s processing procedure manual.
• Assist in preparing quarterly reporting for multiple worksites, including BLS and other survey reports.
• Assist with W-2 reconciliation and preparing other year-end reports as assigned.
• Actively maintain the confidentiality of payroll information.

Qualifications

Skills, Knowledge, & Expertise Needed to do the Job:

• 6+ months of experience working in a payroll environment highly desired.
• Intermediate proficiency in Microsoft Office applications, especially Word and Excel, with the ability to read and design spreadsheets.

Nice To Have's

• Associate's Degree.
• Familiarity with HRIS software systems.

What's in it for you?

• Full benefits (medical/dental/vision & more) on the 1st of the month after hire (Maternity leave, paternity leave, gym reimbursement, adoption assistance, and much more!)
• Discretionary time off (DTO instead of PTO) - the perfect way to prevent burnout and improve productivity!

APPLICATION PROCEDURES:

The position is available until filled. Interested and qualified individuals should submit a resume via email to: Jeffpichai@engineer.com