

## Payroll Administrator

The right candidate can perform payroll functions for both salaried and hourly colleagues. Process all colleague financial related transactions. Ability to make decisions and problem solve. Prepare and maintain accurate records. Ability to maintain highest ethical standards in financial reporting. Have knowledge of wage withholding and garnishment policies of an organization. Strong attention to detail and good written and oral communication skills. Must be able to work under pressure and meet deadlines. Must be strong with numbers and calculations. Proficient with MS Excel (Pivot tables) and other MS Office tools. Knowledge of AS400 databases a plus. Payroll experience of 3 to 5 years with Associate's degree or equivalent training required. CPP designation preferred.