



Position Title: Payroll Coordinator

Reports To: Manager of Finance

FLSA: Nonexempt

### **General Summary:**

This position has the overall responsibility for an accurate, timely, payroll process for **ecomaine**. The Payroll Coordinator position is responsible to ensure the smooth day to day operations of Payroll, interfacing with employees, systems & phone support, certain financial activities in a timely, accurate and efficient manner.

### **Essential Job Functions:**

- This includes time collection, prepare and process hourly and salaried bi-weekly payrolls, appropriate payroll deductions, filing periodic payroll tax returns, payment of all payrolls, benefits, and taxes, related reporting as well as the proper and complete recording of activity in the financial statements.
- Entering of new hires, employee changes and voluntary deductions in the payroll system.
- Processing of manual checks such as terminations and discrepancies.
- Prepare and process hourly and salaried bi – weekly payrolls
- Prepare and process garnishments, calculate new hire pay, termination pay, and any required adjustment to normal pay.
- Processing stop payments or adjustments of payroll
- Ensure that computing, withholding, and deductions are done correctly.
- Knowledge of wage and hour laws
- Solve, track and log payroll issues.
- Reconcile payroll accounts to general ledger.
- Knowledge of wage and hour laws.
- Contributing to team effort by accomplishing related duties as needed.

### **Other Duties and Responsibilities:**

- Other Duties as assigned.

### **Skills/Experience/Training Required:**

A Bachelor's Degree in accounting or finance is required and 3 - 5 years of experience is desirable. Duties require solid knowledge of accounting as well as all aspects of payroll, preferable in a manufacturing environment.

- Analytical thinker who can multitask, is a self starter and is very organized.
- Attention to detail and the ability to meet deadlines and goals set by Supervisor.
- Solid knowledge of payroll and related functions.
- Good verbal and written communication skills, strong team player.
- Knowledge of AOD, ADP Workforce Now Payroll for Windows
- Solid technical skills, knowledge of accounting software systems. Experience in Microsoft Dynamics GP a plus.
- Solid knowledge of Microsoft Office Suite of Programs.

## **Supervisory Responsibility:**

N/A

## **Working Conditions/Physical Demands:**

- Please see the **ecomaine** Return to Work Policy

*This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, ecomaine reserves the right to modify, add or remove duties and assign other duties as necessary.*

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed here) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis. ecomaine is an equal opportunity employer.*

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