



Payroll Specialist

JOB DESCRIPTION

STATUS: FULL TIME

SHIFT: 1ST, MON-FRI

EXEMPT (Y/N): N

TRAVEL REQUIRED: MINOR

DIVISION: ADMINISTRATION

LOCATION: OSHKOSH, WI

SUPERVISOR: HR DIRECTOR

POSITION SUMMARY:

The Payroll Specialist ensures the accurate and timely administration of the payroll function for Omni Glass & Paint, LLC ("Omni") under the direction of the Director of Human Resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works collaboratively with various departments to ensure accuracy of payroll information
- Processes weekly payroll for union and non-union employees as well as bi-weekly payroll for administrative staff
- Acts as ADP Super User, Process payroll for all company divisions - including verifying all payroll changes from all locations, entering adjustments to payroll, such as garnishments, deductions, wage assignments, bonuses, etc.
- Trouble-shoot and resolve issues related to payroll
- Responds to payroll questions and concerns of employees, researching records and involving other resources/staff as needed
- Maintain log of all garnishments/tax levies and enter into payroll system in accordance with each garnishment
- Review and verify all payroll tax reporting paperwork in an accurate and timely fashion
- Perform all accounting duties related to the payroll function to include creating journal entries for payroll and accruals, analyzing general ledger payroll accounts, reconciling 401(k) accounts and requesting 401(k) payments, preparing ACH entries, etc.
- Prepare headcount reports and verify all information is correct
- Ensure the completion and maintenance of all required records, filings and reports pertaining to payroll
- Ensure the timely filing of all required government and union forms and reports
- Complete all monthly, quarterly and yearly reports and filings
- Ensures status changes and audits of time records are accurate and any discrepancies are addressed and resolved
- Performs other duties as requested

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Associate degree in accounting or finance or related experience required, Bachelor's degree preferred
- Experience with ADP products preferred
- Minimum 5 years payroll processing experience strongly preferred
- Union payroll, certified payroll experience strongly preferred
- Works with a sense of urgency without sacrificing quality
- Ability to maintain confidential information and high degree of professionalism
- Ability to prioritize responsibilities and work independently and as part of a team
- Strong verbal and written communication skills
- Excellent attention to detail and problem solving skills
- Strong technical skills including Microsoft Office and accounting software
- Ability to multi-task will be required to be successful.

PHYSICAL DEMANDS:

The physical demands described here 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.

- **Frequently** required to talk and hear.
- **Occasionally** required to stand, walk and reach with arms. **Frequently** required to sit for long periods of time.
- May **occasionally** lift and/or move up to 25 pounds.
- While performing the duties of this job, the employee is **constantly** required to use hands to finger, handle or touch objects, tools or controls.
- Specific vision abilities required for this position include close vision, depth perception and the ability to adjust focus.

(OCCASIONALLY-1-25% of the time; FREQUENTLY 26-75% of the time; CONSTANTLY=76-100% of the time)

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is **occasionally** moderate.

Omni Glass & Paint, LLC is an Equal Opportunity Employer and Encourages Minorities, Females, Protected Veterans and Individuals with Disabilities to apply.

(OCCASIONALLY-1-25% of the time; FREQUENTLY 26-75% of the time; CONSTANTLY=76-100% of the time)

Job Description Acknowledgement

My signature below indicates that I have read the above job description and understand the job duties and responsibilities for the position that I have a have applied for. I am able to perform the essential function of the job with or without reasonable accommodations. I have discussed any questions I may have had about the job description prior to signing this form.

Signature

Date

Print Name

Date

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