

**TITLE: Payroll Administrator**

**DEPARTMENT: Finance**

**REPORTS TO: Supervisor, Accounting**

**BENEFITS:** Medical, dental, vision, life insurance, short and long term disability insurance, paid time off package, 401k with company contribution, FSA or HSA options, educational assistance, dependent scholarship program, onsite fitness center, and much more!

**General Responsibilities:**

Responsibilities include processing payroll in a multi-company and multi-state environment, 401k administration, payroll tax administration, minor accounting functions, and compliance with current payroll law.

**Specific Duties:**

- Responsible for accurately processing payroll data for weekly and bi-weekly payroll for Gorbel® Inc and Ravenwood Golf Course in ADP Workforce Now
- Maintain timely, accurate information in the payroll system for all employees, including personal information, departmental information, and any other data required
- Process benefit changes, including 401k contribution changes, health and dental benefits changes, etc.
- Research special payroll situations and provide recommendation on best practices within the payroll system
- Responsible for creating and processing various ADP reports
- Calculate and remit 401k employer match contributions to our third party provider
- Calculate workers compensation expense monthly
- Reconcile vacation balances for all employees
- Audit employee benefits on a monthly basis
- Perform quarterly wage reconciliations, by state
- Complete census data reporting, as required
- Maintain professional working knowledge of federal and state payroll laws
- Assist with annual 401k and labor audits
- Responsible for time clock maintenance
- Process weekly payroll tax and garnishment payments. Audit payroll tax reports on a quarterly basis
- Balance monthly commission reports and process payments
- Record various payments in ERP system
- Utilize HRIS to perform required payroll functions

**Job Qualifications:**

- Associates or Bachelor's degree in Accounting or Business
- At least two years of experience in payroll processing
- Experience with ADP Workforce Now and ADP Time and Attendance preferred
- Proficiency with personal computers and associated word processing/spreadsheet skills; experience working with ERP system preferred
- Demonstrates customer service focus

**Work Environment:**

ADA Physical/Mental/Workplace Requirements

- Occasional lifting up to 25 lbs.
- Sitting, working at desk/personal computer for extended periods of time

- Primary work environment is professional corporate office

To apply for this position, please complete an [employment application](#) and send to [careers@gorbel.com](mailto:careers@gorbel.com).

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