

PAYROLL – FULL TIME .. WORLDWIDE JET

Payroll Responsibilities:

- Enter employment data into Paylocity database
- Track and update hourly employee leaves of absence
- Verify timekeeping records and consult employees about any discrepancies
- Record payroll data in our software system and verify all amounts prior to submission.
- Alter employee tax status as needed as well as any information about withholding
- Initiate direct deposits
- Change employee banking records when necessary to process payments accurately
- Record employee complaints, questions and concerns about payroll services and communicate those issues to HR manager
- Maintain compliant policies and procedures for processing payroll checks
- Process unemployment claims, garnishments
- Process paper work for audits

This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position.

Required Skills and Abilities:

- Outstanding organizational ability with great attention to detail
- Able to work effectively with minimal supervision
- Excellent communication, interpersonal and management skills are required
- Proven work experience in a payroll position in a fast-paced environment required
- Solid understanding of accounting fundamentals and payroll best practices
- Solid understanding of Benefits/Workers Comp
- In depth knowledge of all rules, labor laws and regulations surrounding HR/Payroll
- Excellent in MS Office and relevant databases and software - A MUST
- Well organized with excellent time management skills

Job Type: Full-time

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