



PAYROLL SPECIALIST JOB DESCRIPTION

- Reports To:** Assistant Controller
- Work Hours:** Part time, 16 hours per week
- Work Schedule:** Monday and Tuesday,
varying occasionally to accommodate the holiday schedule

DUTIES:

Payroll:

Process weekly, biweekly and monthly payroll for ECS and Skypark, including:

- Uploading positive pay for each check run.
- Resolving payroll discrepancies by investigating and analyzing information.
- Working with Human Resources and all supervisors to ensure that hours are correctly captured in Kronos.
- Identifying errors and potential errors and notifying the appropriate supervisor to initiate review and supervisor correction to time sheets.
- Communicating with HR regarding errors to Employee Master that require HR correction.
- Developing a working knowledge of the union contract to facilitate the identification of errors in union timekeeping and paid time off tracking.
- Setting up garnishments in Kronos in accordance with orders received from authoritative agencies.
- Terminating garnishments in Kronos when notified by the appropriate authoritative agencies.
- Maintaining adequate supporting documentation for garnishments filed in a systematic manner.
- Filing Kronos payroll registers, quarterly filings and other payroll-related reports.
- Sorting and distributing pay envelopes received from Kronos.

- Posting payroll and related taxes, withholdings, etc. to the General Ledger.
- Assisting with month end close by reconciling garnishment, payroll tax, withholding, 401K and other payroll-related General Ledger accounts (excluding cash accounts).
- Other duties as assigned.

Other:

- Reconciling employee receipts to monthly credit card statements.
- Prepare and file sales tax returns as required for all states related to Empire's sales to customers.
- Prepare and file Illinois and Missouri sales and use tax returns related to Empire's purchases from vendors.
- Other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED.
- Minimum of 1 year of payroll processing experience, preferably in a manufacturing environment.
- Working knowledge of Kronos is a plus.
- Must possess well-developed attention to detail and work accuracy.
- Must have the ability to maintain strict confidentiality and exercise good judgment in handling sensitive and confidential information.
- Must be able to apply basic math skills and use a ten-key.
- Must possess proficient PC skills including Microsoft Excel, Word and Outlook.
- Must have the ability to read, write and speak the English language.
- Must be able to read, comprehend and follow standard work instructions.
- Must be self-directed and able to work independently as well as possessing the ability to work in a team environment.

Please send resume to our Human Resources Manager at jobs@empirecomfort.com.

Place "Payroll Specialist" in the subject of your e-mail.