

# Job Description

*NOTE: This Job Description identifies the major responsibilities of this job. It does not include all aspects of the position such as the potential additional duties assigned by supervisors and the requirement for flexibility in helping others for the Company's overall benefit. Duties may change at any time with or without notice.*

<b>Job Title:</b> HR/Payroll Coordinator	<b>Reports to:</b> Payroll Manager
<b>Discipline:</b> Human Resources	
<b>Revision Date:</b> September 2019	<b>FLSA Designation:</b> Exempt

## Overview

Responsible for assisting with the administration and processing of weekly and bi-weekly payroll in ADP. Performs general Human Resources related duties and carries out responsibilities specific to payroll processes. Requires well developed team skills, unquestioned integrity, and the experience, confidence and presence to effectively handle interpersonal relationships and sensitive HR issues.

## Responsibilities

- Process new employee information/payroll changes/terminations into ADP for weekly and bi-weekly payrolls.
- Assist with maintaining payroll spreadsheets.
- Run Autopay reports on a timely basis and review for errors.
- Download IReports from ADP for weekly and bi-weekly payrolls.
- Download Quarterly & Year-End reports.
- Sort and distribute weekly and biweekly paychecks.
- Prepare and organize all union stamps along with related forms and distribute stamps to appropriate employees each payroll.
- Follow up with employees to complete missing and incorrect timesheets.
- Run and review paid time off reports each payroll.
- Notify Payroll and Accounting of any changes that need to be made to timesheets.
- Conduct employment verifications and unemployment information requests as needed.
- Process wage garnishments.
- Enter employee expenses for Controller.
- Prepare certified and regular mail as needed.
- Other related tasks as needed.

## Qualifications

- Prior experience with payroll processing.
- Prior experience with HR/Payroll systems, preferably ADP.
- Must be a self-starter who can think independently.
- Familiarity with HR functions, including benefits & onboarding.
- Familiarity with state payroll/tax laws a plus.
- Excellent interpersonal skills with the ability to work well with and communicate effectively with all personnel.
- Strong organizational skills with a keen ability to prioritize and multi-task.



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- Ability to provide excellent customer service.
- Strong verbal & written communication skills.
- Extremely detail oriented.
- Excellent analytical skills; ability to identify discrepancies/variances & sources of error.
- Ability to work with and maintain confidential and sensitive information.
- Ability to thrive in a fast-paced, deadline-driven environment; ability to work with a sense of urgency.
- Proficient in MS Office, specifically Excel.

### What We Offer

Maser Consulting maintains a culture that is nurtured through the promotion of integrity, collaboration and socialization. Our employees enjoy comfortable work environments, continuous career advancement and the ability to impact society not only through the projects they work on, but the Company sponsored activities available to them. Maser Consulting stays on the cutting edge of technology and our opportunistic approach to expansion creates personal and professional growth opportunities across all areas of the firm. Our dedication to the well-being of our employees and their families is demonstrated throughout the wide range of benefits and programs available to them. Apply today to learn how you can join our team of professionals so that we can help you *Design Your Future and Build Your Career!*

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