

**Long Wave Inc. Position Description**

**Position Title:**  Payroll Administrator

**Department/Location:** Accounting

**Supervisor:** Director of Accounting

**Status:** Regular/Full-Time Exempt

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**Primary Function:**

This position is responsible for the overall successful completion of both a Semi-Monthly, Biweekly and Weekly payroll as well as generating all reports associated with payroll administration.

**Essential Responsibilities:**

1. Process semi-monthly and bi-weekly payroll for salaried, hourly, and union employees using UKG and Costpoint systems
2. Ensure all earnings, deductions and benefits are balanced each pay period
3. Ensure all new hires, terminations, pay increases, transfers, and adjustments (bonuses, benefits, tax withholdings, exemptions, direct deposits, etc.) are paid accordingly.
4. Prepare off-cycles and manual checks process as needed for payroll exceptions which may occur on a daily basis.
5. Assigns employees to prospective job codes and project to be available on their timecards.
6. Works directly with staff to resolve any timecard issues
7. Assigns Project Labor Categories in Costpoint
8. Run and distribute various payroll reports, assist with payroll tax updates and testing as assigned.
9. Assist with year-end processes, payroll audits, and special projects as required.
10. Perform other duties as assigned.

**Work Conditions:**

Employee will be working within an office environment. Employee may be expected to travel on occasion to locations where specific attire is necessary.

**Job Requirements:**

*Minimum Requirements:*

* Minimum 5 - 7 years progressive payroll processing and administration experience in a multi-state, multi-location environment.
* Knowledge of Accounting required.
* Knowledge of Time and Labor systems required.
* Must be flexible and able to work well under pressure to meet deadlines, changing priorities and last minute changes.
* Abreast of local, state, and federal wage and labor laws, employee benefit plans, employment practices, payroll taxes, and other regulatory and procedural requirements in the U.S.
* MS Excel (pivot tables, v-lookups, etc.) and Office skills.
* Accuracy and attention to detail.

*Preferred Requirements*

* Payroll Certification preferred.