



# Payroll Coordinator

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## Responsibilities Include, but are not Limited to:

- Responsible for payroll of 500-600 employees for weekly period
- Ensure weekly payroll is done in a timely and accurate manner
- Review payroll budget report to assure that payroll comes within budget every week.
- Work with Operation and AR departments to correct any discrepancies with payroll budget.
- Entering of new hires, employee changes voluntary deductions in the payroll system
- Processing of manual checks such as terminations and discrepancies
- Prepare and process garnishments and employment verifications
- Calculate new hire pay, termination pay, and any required adjustment to normal pay
- Processing stop payments or adjustments of payroll
- Calculate bonuses as requested
- Maintain accurate payroll records and employee files
- Unemployment claims administration
- Respond to employee inquiries and requests regarding payroll matters.
- Perform other duties and special projects as requested by management.

## Skills/Qualifications:

- Bilingual a MUST- English/Spanish
- Should be comfortable with computer applications.
- Knowledge of Windows especially Excel
- Must be able to solve any challenges that arise
- Knowledge of wage and hour laws
- 3 plus years' experience
- Strict confidentiality a must

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