



PAYROLL AD

Essential Duties and Responsibilities:

- Implement, maintain and review payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes and other deductions
- Prepare and maintain accurate records and reports of payroll transactions
- Ensures compliance with federal, state and local wage and hour laws
- Monitors and implements changes according to new or revised payroll laws
- Completes monthly balance sheet payroll account reconciliations
- Ensures accurate and timely processing of payroll updates including new hires, terminations and changes to pay rates
- Responsible for multiple fringe benefit calculations
- Identifies and recommends updates to payroll processing software, systems and procedures
- Performs other duties as assigned

Required Skills and Abilities:

- Intensive knowledge of the payroll function including preparation, balancing, internal control and payroll taxes
- Excellent organizational skills and attention to detail
- Background in Accounting is a plus

Education and Experience:

- Bachelor's degree in Accounting, Business Administration, Human Resources or related experience required
- 3-5 years of management experience required

We are looking to hire two AR/AP Clerks. One in Merced and one in Livermore.

For immediate consideration, please contact Human Resources at 925-999-4119 ext. 528