

POSITION DESCRIPTION

HR Dallas, LLC

TITLE	DEPARTMENT	REPORTS TO
Payroll Coordinator	Accounting	HR Director
CLASSIFICATION/GRADE	PT/FT	REVISION DATE
Exempt	FT	8/15/03

POSITION SUMMARY

The Payroll Coordinator prepares the company payroll and assists the human resources department in administering employee benefit plans. The Coordinator provides information to employees, and supports other employees, managers and departments by providing analysis and information regarding payroll and benefit issues.

REGULAR DUTIES

- Prepares timely and accurate payroll and related information, transmits to service bureau, and reviews and corrects errors. Coordinates cash-flow with accounting.
- Distributes payroll checks.
- Reconciles payroll and benefit reports to the general ledger.
- Completes periodic surveys and responds to inter-company requests for information.
- Maintains employee payroll and benefit files.
- Processes enrollment and separation paperwork, including COBRA.
- Assists Human Resource Manager in orienting and enrolling new employees in appropriate benefits. Follows-up with employees and managers to ensure all paperwork is properly completed.
- Submits timely and accurate reports of quarterly and annual Federal and State tax obligations.
- Answers Internal Revenue Service Inquiries.
- Administers payment obligations to Company retirees.
- Supports benefit programs and benefit contracts.
- Monitors, understands, and complies with wage and payroll laws and regulations.
- Prepares various reports concerning payroll obligations and payments.
- Responds to employee and management inquiries in a timely and courteous manner.
- Demonstrates safe work practices.
- Maintains appropriate standards of personal appearance and grooming.
- Understands and complies with Company's standards of conduct, policies, and procedures.
- Attends work regularly, as required by assigned work schedules and business needs.

ADDITIONAL DUTIES

- Assists in and develops various employee programs upon request.
- Performs statistical analysis upon request
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

- High School diploma or equivalent
- Two to five years experience in general payroll environment
- Strong computer skills with extensive working knowledge of MS Excel and other MS Office software
- Basic skills in accounting, 10-key calculator, typewriter, and computer data entry

REQUIREMENTS (Physical requirements will vary between job sites and peak periods)

- Gathers, analyzes and interprets data to create clear, concise reports
- Maintains confidentiality of sensitive information
- Works well with peers, and cooperates with other staff, managers and departments
- Manages multiple tasks and works in a fast paced environment
- Performs assigned tasks efficiently without direct supervision
- Communicates clearly and effectively
- Presents professional and personable image with a positive attitude and a professional demeanor
- Proficient oral and written English skills (Spanish fluency preferred)
- Prepares and reviews documents with a high attention to detail
- Organizes work product
- Demonstrates record of good work attendance
- Hand-eye coordination and fine manipulation skills are necessary to operate computers and various office machinery
- The ability to speak, hear, and see is required to communicate with employees, and to operate computers and office machinery
- Sitting at a desk for an extended period of time is required
- The ability to bend, stoop, and twist is required for filing
- Continual hand/wrist motion is required to operate computers and office machinery
- Occasional lifting of up to 50 pounds

WORKING CONDITIONS

- Work is performed in office settings

This Position Description is not an exclusive or exhaustive list of all job functions for this job position or for any particular employee.