



Job Title: Payroll Coordinator
Department: Payroll
Reports To: Payroll Manager
Supervises: N/A
Job Group: Administrative Support Workers
Exempt or Non-Exempt: Non-Exempt

Job Description:

The Payroll Coordinator is an integral part of the Payroll team, supporting the functions of the Payroll Specialists. This individual works closely with human resources and benefits departments, and management to maintain accurate payroll profiles, completes various reports, and serves as a resource to answer customers, management and/or vendor inquiries.

This role will collaborate with HR and location contacts to gather new hire information to facilitate onboarding of new hires, as well as managing updates to active team member profiles, including but not limited to taxes, benefits, and garnishments. They will be the go-to person when it comes to team member data, including regular government reporting. They will assist the Payroll Manager and Payroll Specialists in all levels of payroll related tasks to provide the best customer service to team members and management. The qualified candidate must be a team player and comfortable working independently, able to work in a fast-paced environment and with a high level of accuracy and confidentiality.

At R.D. Offutt Company, we make decisions thoughtfully, balancing the impact on each of our stakeholders, and enact those decisions according to each of our core values. In this way, we find purpose in our work and pride in our purpose.

Specific Duties Include:

- Perform employee maintenance, adhering to the highest standards of accuracy, precision, discretion, and confidentiality.
- Responding to inquiries from employees, management and outside agencies through a variety of communications; phone, email, report requests, etc.
- Serve as backup for basic payroll process, providing coverage during Payroll Specialist absences, and gain experience in the full scope of that position.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Conduct self in the presence of customers and community so as to present a professional image of R.D. Offutt Company.
- Proactively seek and participate in available company-sponsored training, in an effort to develop and advance knowledge base and skill set.
- Participate in all company/location driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.

- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner.

Job Requirements:

- Detailed oriented individual who performs with a high degree of accuracy
- Excellent customer service skills
- Proficiency in Excel, Outlook and Word
- Strong ability to organize, multi-task and prioritize
- Ability to work under time constraints to ensure critical deadlines are met
- Ability to deal sensitively with confidential material
- Ability to work individually and in a team environment
- May occasionally require the ability to work outside of regularly scheduled hours. Schedules may vary based on business need.
- Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship

Essential Job Functions:

Activity	Never	Occasionally	Frequently	Constantly
Hours Per Day	0 Hours	Up to 3 hours per day	3-6 hours per day	6-8+ hours
Sitting				X
Walking		X		
Standing		X		
Bending (neck)			X	
Bending (waist)		X		
Squatting	X			
Climbing	X			
Kneeling	X			
Crawling	X			
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant Hand Right ___ Left ___				
Is repetitive use of hand required?		X		
Simple Grasping		X		
Power Grasping	X			
Fine Manipulation	X			
Pushing/Pulling		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		

Lifting:				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
Carrying:				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
Driving cars, trucks, forklifts, other equipment?	X			