



**Position:** Payroll Specialist

**Department:** Payroll

**Reports To:** Payroll Manager

**Supervises:** N/A

**Job Group:** Administrative Support Workers

**Exempt or Non-Exempt:** Non-Exempt

**Job Description:**

The Payroll Specialist is part of a dynamic team that supports multiple companies and payroll groups. The individual will process payroll for a dedicated group of R.D. Offutt Company locations working closely with payroll contacts, human resources and benefits departments, and management to ensure that team members are paid on time and as expected.

They will interact with their location contacts to gather time and pay data, and ensure payment is processed timely, accurately, and in compliance with all government regulations. They will assist the Payroll Manager and other Payroll Specialists in all levels of payroll related tasks to provide the best customer service to team members and management. They will also comply with all state and federal regulations as it pertains to timekeeping, tax payments, and any garnishments or levies. The qualified candidate must be a team player, 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:**

- Detailed oriented individual who performs with a high degree of accuracy
- Previous multi-state payroll experience
- Knowledge of state and federal payroll laws
- Computer based payroll experience and general accounting knowledge preferred
- Excellent customer service skills
- 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:**

- Associates degree preferred
- 2+ years payroll experience
- Knowledge of federal and state wage and hour laws, as well as government reporting procedures, including third-party interfaces such as garnishments
- 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
- Ability to meet the demands of the work schedule, to be at work on time. 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

EOE/M/F/Disabled/Veteran

**Essential Job Functions:**

<b>Activity</b>	<b>Never</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
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		X		

shoulder level)				
<b>Lifting:</b>				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
<b>Carrying:</b>				
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			