

Gray Line of Tennessee, Nashville's premiere tour and transportation Company, is recruiting the following full-time position:

Payroll/Accounting Clerk

Responsibilities include:

- Process bi-weekly payroll using ADP software, with oversight by Senior Accountant. Maintain employee payroll records for 250 employees, including entering payroll information, recording tax withholding information, making appropriate changes in compliance with internal policies and external state and federal income tax regulations. Maintain wage garnishments and child support deductions. Process payment to employees on a scheduled basis, including checks and direct deposits. Create reports to ensure accuracy of payroll processing.
- Conduct employment verifications.
- Review time sheets and other information to detect and reconcile payroll discrepancies.
- Work with department managers to verify time records. Compile employee time, production, and payroll data from timesheets and other records.
- Maintain and verify vacation accruals. Keep track of vacation requests and balances.
- Prepare payroll reports for management as needed.
- Distribute paychecks.
- Other accounting duties/reconciliations unrelated to payroll to be determined.

Qualifications:

- 2 – 3 years' experience in similar role
- ADP Payroll strongly experience
- Analytical skills, accurate data entry skills, attention to detail, communication skills
- Confidentiality a must
- Strong communication skills
- Proficiency in Microsoft Office 2007 or newer
- MAS90 experience a plus

FT position offers medical, dental, vision; supplemental life & STD, paid vacation & holidays. We will conduct background check and pre-employment drug screen. Competitive hourly pay DOE. Please specify salary requirements.

To apply:

E-mail resumes to HR@graylinetn.com

No phone calls, please.

Visit our Web site at www.graylinetn.com

Equal Employment Opportunity Employer, Drug Free Workforce