# Job Summary:

The Payroll/HR Assistant will process all payrolls and perform administrative tasks and services to support effective and efficient operations of the organization’s Payroll and Human Resource Department.

# *Supervisory Responsibilities:*

* None.

## Duties/Responsibilities:

* Maintains confidentiality of human resource and payroll files and records.
* Enters, maintains, and/or processes information in the payroll system; information may include employees’ hourly rates, salaries, bonuses or other compensation, time worked, paid leave and holidays, deductions and withholding, address changes, and other information.
* Ensures proper processing of payroll deductions for taxes, benefits, and other deductions.
* Perform payroll reporting for necessary departments.
* Assist employees with frequently asked questions and assists supervisors and employees with timekeeping issues.
* Work closely with the payroll processing company to ensure federal and state payroll tax and processes are accurate and up-to-date.
* Provides clerical support to the HR department.
* Performs other duties as assigned.

## Required Skills/Abilities:

* Excellent organizational skills and attention to detail.
* Proficient with Microsoft Office Suite, primarily Excel.
* Proficient with or the ability to quickly learn payroll using UKG Kronos.

## Education and Experience:

* High school diploma or equivalent required.
* Two years of experience in payroll preferred.
* Prior related office experience preferred.
* Excellent verbal and written communication skills.
* Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact and professionalism.
* Excellent organizational skills and attention to detail.

## Physical Requirements:

* Prolonged periods of sitting at a desk and working on a computer.
* Must be able to lift 15 pounds at times.