Rogers Group, Inc. is one of the largest privately held mining and construction firms in the U.S. We are headquartered in Nashville, TN with operations across nine states employing approximately 2,000 employees. With 110+ years of success in mining, asphalt productions and highway construction, we are an organization committed to safety and operational success.

We are currently seeking an individual for the **Payroll Coordinator** position for our corporate office located in Nashville, TN. This position will report directly to the Payroll Supervisor.

**JOB SUMMARY:**

This position would assist or be responsible for the following payroll functions in a growing organization, with career development opportunities for the right candidate.

**RESPONSIBILTIES:**

* Processing of weekly payroll for 2000+ multi-state employees.

      Oracle System Processing

      NOVAtime Timekeeping Processing

* Verification of new hire paperwork and data entry (making sure entries are correct and valid).
* Entry of payroll information (workers comp code, Federal W4, State Withholding, Direct Deposit).
* Perform various payroll functions such as completing written Employment Verification forms, Child Support Enforcement forms, Workers Comp wage forms.
* Complete State Unemployment Benefit Audit forms and enter on state website.
* Assist with year-end W2’s and reports.
* Perform other business duties as assigned.
* Some overtime may be required.

**REQUIREMENTS:**

* Associates Degree required, Bachelors Degree preferred
* 2-4 years Payroll/Human Resources or Accounting experience with multi-state or multi-entity.  Three years additional payroll experience in lieu of Associates Degree.
* Ability to maintain confidentiality and exercise extreme discretion.
* Excellent problem solving/judgment skills, high level of attention to detail and accuracy, ability to follow through to resolve any outstanding issues.
* Strong organizational skills, and the ability to work under pressure, ability to adapt to changing environment as well as the ability to handle and prioritize multiple tasks and meet all deadlines.
* Experience using Microsoft Windows, Excel, and Word.
* Experience with Oracle HR/Payroll System, Oracle HCM, and NOVATime Timekeeping System a plus.

**An Equal Opportunity Employer seeking candidates without regard to age, race, national origin, gender, disability, veteran status, gender identity, sexual orientation or any other protected status.**

All applications are accepted online at [www.rogersgroupinc.com](http://www.rogersgroupinc.com/)