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| **TITLE** | Payroll Assistant III |  |  |
| **Contact Info** | Laurie Polter  610-645-1168 office  610-585-4850 cell (preferred)  [LBPolter@AquaAmerica.com](mailto:LBPolter@AquaAmerica.com)  Apply online at: www.aquaamerica/careers/[R1147](https://aquaamerica.wd5.myworkdayjobs.com/en-US/Aqua_America_Careers/job/PA-Bryn-Mawr/Payroll-Specialist-III_R1147) |  |  |
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| **JOB SUMMARY** | Are you looking for a fantastic career at Aqua? The Payroll Assistant III leads the preparation and distribution of payroll for an assigned division. The Lawson Financial Reporting system is used to administer the multi-state union and non-union payrolls. The position involves every aspect of payroll from data entry and time processing to verification and reconciliation of general ledger account balances. | | |
| **ESSENTIAL DUTIES:** | | | |
| * Prepares and distributes the weekly and bi-weekly payrolls for the assigned divisions of the company. Enters union, hourly and salaried payroll timesheets, work orders, payroll adjustments and corrections into the payroll system. * Processes final payments to terminated employees ensuring payments are timely and in accordance with federal or state legislative requirements to minimize risk. * Maintains accurate records on all employee payroll transactions. Verifies pay rates and deductions to ensure compliance with company policy, union contracts, SOX controls and employee designations. * Analyzes, Audits, validates, and prepares time sheet data for the payroll system in accordance with the payroll schedule. Runs standard reports to identify exception time situations. Verifies that all employees in the assigned group have submitted their time sheets and that all hours are coded and accounted for correctly. * Responds to payroll inquiries and requests within established service level agreements. Provides guidance and educates employees as needed to resolve pay or time discrepancies and ensure payroll is accurately processed. * Updates and maintains documentation on all payroll policies and procedures and complies with departmental process guidelines and standards during each payroll cycle. * Prepares and maintains detailed reconciliation documentation of payroll data to general ledger account balances. Reviews accounting ledger entries, identifies and resolves discrepancies and variances and updates general ledger information as needed. * Assists with monthly, quarterly and annual payroll tax returns prepared and processed by the vendor. Processes voluntary employee deductions such as 401(k), employee stock purchases, and United Way. Assists in processing tax withholdings and payments to townships, municipalities, counties, etc. * Requests check payments for union dues, stock, thrift plans, United Way, etc. * Generates and distributes standard and ad hoc payroll reports as needed for internal finance and operational departments to track labor costs. * Supports system elevations and process automation. Develops knowledge of payroll and timekeeping system fields, codes, and processes to problem solve issues such as vendor interface failures, etc. * Develops close working relationships with internal partners such as the Finance and Accounting teams, Benefits, IT, etc. to quickly resolve issues and handle special requests. * Maintains current on applicable local, state and federal wage and hour and payroll laws and regulations. * Updates and maintains payroll files. Files paperwork, maintains weekly payroll reports and ensures documentation and records comply with audit control standards, practices and procedures. * Assists with other tasks or special projects, e.g. W-2 reconciliations, internal and external audits, etc. as assigned | | | |
| **QUALIFICATIONS** | | | |
| * An Associate’s degree in finance, accounting or a related field * A Bachelor’s degree preferred * A minimum of 5 years payroll experience | | | |
| **KNOWLEDGE, SKILLS AND ABILITIES:** | | | |
| * Familiarity with payroll processing systems such as Lawson, ADP, PeopleSoft, SAP, etc. * Expert knowledge of payroll, payroll deductions and payroll taxes * Excellent Excel or spreadsheet software skills with extensive knowledge of Microsoft office applications, HRIS, and other vendor interface protocols * Excellent written and verbal communications skills; communicate effectively (clearly, concisely and professionally) with internal customers * Strong customer service skills * Ability to work well under pressure and meet weekly payroll deadlines * Ability to work on multiple projects simultaneously and adapt to changing priorities in a fast-paced environment * Ability to work independently with minimum * A team player able to work effectively in a team fostered multi-tasking environment | | | |
| **WORKING CONDITIONS/PHYSICAL DEMANDS:** | | | |
| * Perform deskbound work- exerting up to 20 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Desk work involves sitting/standing most of the time. * See, hear, talk, and perform tasks requiring manual dexterity. * Operate standard office equipment. | | | |

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