

The DePaul Group is currently looking for an experienced Payroll Coordinator to join the team.

Summary Performs the payroll functions, including processing, administration and serving as the source of information to the employees. The location for this position is at the Corporate Office.

PRINCIPAL RESPONSIBILITIES:

- Processes payroll for all employees; reviews payroll calculations; verifies information from relevant forms including pay increases, department transfers, etc.; audits, corrects and balances payroll and a variety of reports (Payroll system is Vista by Viewpoint)
- Assists in administering the Employee Self-Serve Portal as it relates to payroll processes. Trains end-users on functionality (i.e. timekeeping; entering of timesheets; PTO processes, etc.)
- Process involuntary deductions, such as garnishments and wage levies
- Maintains payroll information in compliance with record keeping requirements.
- Calculates and processes manual checks as needed.
- Compiles and maintains payroll reports.
- Assists in the yearly production of W-2's and other requirements.
- Performs other duties as assigned.

QUALIFICATIONS:

- Minimum 3-5 years' experience processing payroll. In-house payroll experience preferred.
- Strong aptitude for database/system functionality; including payroll, time and attendance and employee self-service systems.
- Solid understanding of PA state payroll laws.
- Experience in setting up and maintaining electronic files.
- Excellent attention-to-detail
- Excellent organizational, customer service and interpersonal skills
- Strong proficiency in Microsoft Office Suite. Strong Excel skills
- Ability to prioritize and handle multiple projects in fast paced, deadline-driven environment.
- Ability to operate independently and set priorities as well as work in team environment.
- High school diploma or equivalent, college level courses a plus
- Union and Construction Industry Experience preferred

We offer competitive wages and a full benefits package, including a 401(k) plan. Interested candidates reply with resume and salary requirements.

The DePaul Group is an Equal Opportunity Employer and Drug Free Environment.