

**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.