**Payroll Processor Job Description**

**Contact:** DavidWayneAssociates   
Brett Weisberg   
bweisberg@david-wayne.com

The Payroll Processor will be responsible for the accurate processing of weekly payroll for the company’s multi-state based employees. Analyze, reconciles and resolve payroll processing and employee payroll issues to ensure smooth payroll processing. Ensures payroll reporting and payments are compliant with company policy, generally accepted accounting principles, and federal, state and IRS regulations.  
  
**Responsibilities:**  
• Manage workflow to ensure all payroll transactions are processed accurately and timely  
• Process employee Time & Attendance data ensuring all timecards have been approved and accurately calculated prior to entering into the system  
• Process all employee changes, new hires and additional earnings  
• Reconcile and validate payroll transactions and batches prior to transmission.  
• Prepare manual checks as necessary.  
• Prepare and validate bi-weekly and monthly payroll reports.  
• Ensure compliance to all federal and state regulations.   
• Provide customer service to employees in any related payroll/benefit issue.  
• Assist Finance management in establishing and executing payroll policies and procedures.  
• Assist in the preparation of reports for annual worker’s comp and 401k audits.  
• Maintain proper payroll records in accordance with record retention policies.  
• Ensure communication and resolution of all employee pay related questions in timely and accurate manner.  
• Assist and support management in special projects as requested.   
  
**Requirements:**   
• A minimum of 5 years relevant payroll processing experience.  
• Experience with high volume, weekly timesheet processing required.   
• Demonstrated experience processing multi state, nonexempt payroll.