**JOB DESCRIPTION – PAYROLL COORDINATOR**

**STATUS:** Non-Exempt **DEPARTMENT:** Accounting

**DATE:** June 2021

**FUNCTION**

The Payroll Coordinator is responsible for the accurate processing of the company payroll. The Payroll Coordinator is responsible for assuring the highest level of confidentiality and accuracy while performing job duties.

**ORGANIZATIONAL RELATIONSHIPS**

1. The Payroll Coordinator reports directly to the Accounting Manager.
2. The Payroll Coordinator has no supervisory responsibility.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Sets up newly hired Truck Driver employees within the payroll system.
2. Audits truck transport loads to verify Driver pay.
3. Processes payroll, including issuing checks and direct deposit forms and mailing summaries.
4. Manages payroll deductions.
5. Resolves discrepancies that affect Truck Driver payroll.
6. Communicates with employees, responding to payroll questions.
7. Processes annual vacation pay for Drivers.
8. Reconciles funds and fees placed on the Smart Funds cards for employees.
9. Uploads performance pay and ensures staff are paid correctly.
10. Ensures new benefit offerings and elections are uploaded into the payroll system.
11. Runs reports to obtain Driver mileage and determine the appropriate rate per mile to ensure Drivers are paid correctly.
12. Processes sign-on bonuses for new hires.
13. Transfers all cash receipts imported from Transflo.
14. Reviews the breakdown pay for Drivers who experience a truck break down while on a route.

**OTHER DUTIES**

1. Other duties as assigned.

**MENTAL AND PHYSICAL REQUIREMENTS**

1. Strong attention to detail, understanding the risk of missing important and/or relevant information.
2. Ability to perform assigned duties under frequent time pressures in an interruptive environment with changing priorities.
3. Strong computer skills required to manage and maintain data in software systems.
4. Sitting for long periods of time while using a telephone and computer.

**EDUCATION, TRAINING AND EXPERIENCE**

1. High school diploma or GED required.
2. Associates degree in Accounting preferred.

**WORKING ENVIRONMENT AND CONDITIONS**

1. Corporate office environment

**EQUIPMENT AND TOOLS**

Computer

Telephone

PC software and network

Calculator/10-key

FAX

Scanner

Copy machine

Postage equipment

Microsoft Office

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The company recognizes that an individual with a disability may require an accommodation to enable him/her to successfully perform a job function. Consideration will be given to reasonable accommodations. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.