Position Title: Accounting Specialist; Payroll
Dept/Division: Finance/Administration
Reports to: Director of Finance
FLSA Status: Non-Exempt

JOB SUMMARY:

Responsible for the administration of TANK’s weekly payroll of hourly and salaried employees. This includes the review, verification of hours worked, paid time off, and related payroll tax and misc. withholdings. Prepares and submits various filings/payments of payroll and related liabilities. Coordinates with Human Resources in the initial enrollment and subsequent rolls maintenance of various employee benefit programs. Maintains skills proficiency in the Accounts Payable/Receivable (AR/AP) position to provide vacation coverage at a minimal level.

EDUCATION/EXPERIENCE REQUIREMENTS:

- Minimum associate degree in accounting or business or any equivalent combination of education and experience. Bachelor’s degree preferred.
- Minimum 2 years of experience in a business environment.
- Minimum 2 years of experience in payroll/accounting/finance.
- Maintains confidentiality in handling financial information and documents.
- Demonstrates initiative and strong problem-solving skills.
- Maintains a high level of attention to detail.
- Ability to keep clear and accurate records.
- Ability to plan and prioritize assigned tasks to meet departmental weekly/monthly cycles.
- Strong communication and interpersonal skills.
- Ability to work cooperatively and be a team player.
- Demonstrated data processing skills using MS Office Suite (to include Access)
- Success in creating / improving business processes and supporting procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Prepares TANK’s weekly regular and supplemental payrolls (both hourly and salaried).
- Maintains appropriate payroll deductions such as: union deductions, taxes, insurance, pension, garnishments, premiums, and other deductions / payments as required.
- Inputs hours worked for all employees into FleetNet accounting system. Coordinates and confirms any exceptions with the appropriate department(s).
- Prepares and processes the remittance for withholdings to the proper agencies, i.e. IRS, Ohio and Kentucky income taxes, various city and county income taxes, wage assessments & garnishments, and voluntary withholdings for pension / IRA, contributions, dues and insurance.
• Prepares journal entries for payroll expense distribution, payroll deductions and bank reimbursements. Coordinates with the Senior Accountant to ensure proper entries.
• Prepares Federal, State, County and City payroll tax reports.
• Reviews and checks payroll, payroll records, statements, documents, certificates, registers and time and attendance records for payroll processing.
• Processes pension membership allocations, beneficiary changes, retirement and other applications and changes.
• Prepares and pays insurance bills for Life, STD, and LTD insurance coverages.
• Completes unemployment requests for wage and separation information.
• Maintains records for absences and vacations for administrative employees.
• Assists employees in completing and processing forms and application relating to retirement, insurance, payroll deductions, and record changes.
• Tracks and inputs operators’ and maintenance wage rate increases, per the collective bargaining agreement (CBA), into payroll system.
• Inputs administrative increases as approved by payroll authorization.
• Maintain skills proficiency in the Accounts Payable/Receivable (AR/AP) position to provide vacation coverage at a minimal level.
• Maintain a high level of customer service to TANK’s employees regarding payroll issues.
• Performs other duties as assigned.

REQUIRED ABILITIES:
• Sitting in a normal seated position for extended periods of time.
• Reaching and extending hands and arms in various directions.
• Finger dexterity required to manipulate objects with fingers
• Correctable ability to see and hear within a normal range.
• Ability to move about the office to obtain files and other objects.
• Lift and carry objects up to 30 pounds.

LICENSE’S REQUIRED:
• None

SUPERVISORY RESPONSIBILITIES:
• None

INTERNAL & EXTERNAL CONTACTS: TYPE:
• Internal Staff Customer service type support
• Various benefit providers Employee enrollment info maintenance

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. An incumbent may be asked to perform other duties as required.