

## Payroll Clerk

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$27.00 to \$32.00 hourly  
**Employment status:** Contract / Temporary

### Description

Our company is a leading industrial coating business specializing in providing high-quality coating solutions to various industries. With a commitment to excellence and innovation, we serve our clients with top-notch services and products. Due to expansion and increased demand, we are seeking a diligent and detail-oriented Payroll Specialist to join our team on a temporary basis.

#### Position Overview:

As a Payroll Specialist, you will be responsible for overseeing and executing payroll processes for our industrial coating business. This role requires meticulous attention to detail, proficiency in ADP Workforce Now, and the ability to navigate manual payroll procedures efficiently. The successful candidate will play a vital role in ensuring accurate and timely payroll processing, maintaining compliance with relevant regulations, and supporting our workforce with payroll-related inquiries.

#### Key Responsibilities:

- Process payroll for employees accurately and timely using ADP Workforce Now.
- Review and verify timekeeping records for accuracy and completeness.
- Calculate wages, deductions, and withholdings accurately based on provided data.
- Process payroll adjustments, including bonuses, commissions, and overtime.
- Ensure compliance with federal, state, and local payroll regulations and tax requirements.
- Generate payroll reports and reconcile discrepancies as needed.
- Address and resolve payroll-related inquiries from employees promptly and professionally.
- Collaborate with HR and Finance departments to ensure alignment of payroll processes with organizational policies and procedures.
- Maintain confidentiality of payroll information and sensitive employee data.
- Assist in documenting and improving payroll processes to enhance efficiency and accuracy.

#### Duration and Compensation:

This is a temporary position with a duration of 6 months. Compensation will be commensurate with experience.

### Requirements

#### Qualifications:

- Proven experience in payroll processing, preferably in a manual payroll environment.
- Proficiency in ADP Workforce Now or similar payroll software.
- Strong understanding of payroll regulations, tax laws, and compliance requirements.
- Experience in industrial or manufacturing industry preferred, but not required.

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