

# HOOSIER UPLANDS ECONOMIC DEVELOPMENT CORPORATION



**TITLE:** Payroll Coordinator  
**STATUS:** Full time, Hourly, Non-exempt  
**REPORTS TO:** Chief Financial Officer  
**SALARY:** \$16 – \$18 / hour

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## **JOB SUMMARY**

This job is advanced clerical work involving the preparation and processing of payroll for over 200 employees. The Payroll Coordinator position includes verifying and processing all employee timesheets along with maintaining all employee related information. Providing these services in an efficient and precise manner will ensure that Hoosier Uplands' financials are accurate and that all employees are paid on time. This position also works closely with the Accounts Payable Coordinator and will occasionally assist with preparing invoices and processing the check runs.

## **DUTIES & RESPONSIBILITIES**

- Perform bi-weekly processing of timesheets for over 200 employees.
- Review and verify all timesheets are filled out correctly and are ready to be processed.
- Verify that transactions comply with financial policies and procedures.
- Maintain various spreadsheets and keep records of 403b participants, insurance deductions, paid leave balances, FMLA, PT employee quarterly benefits, garnishments, etc.
- Set-up and maintain employee files, direct deposit info, W-4's, and other related documents.
- Assist CFO with preparing W-2's and Enterprise Zone forms at the beginning of each year.
- Assist with filing of vendor invoices and timecards when needed.
- Provide back-up support to Accounts Payable Coordinator if they are unavailable by preparing batches of invoices for data entry; Entering invoices for payment; Scheduling and preparing checks/direct deposits; Resolving purchase order, invoice, or payment discrepancies and documentation.
- Prepare and enter cash receipts/deposits into accounting software.
- Perform other related duties as assigned by the CFO.

## **EDUCATION/EXPERIENCE**

- High school graduate or GED (further education is a plus)
- 2+ years of experience processing payroll.
- Experience working with payroll functions and payroll taxes.

## **SKILLS**

- Ability to use a computer and computer based software.
- Proficient in Microsoft Excel and Word
- Extremely organized and attentive to detail.
- A positive personality and can effectively communicate with coworkers and vendors.
- Perform duties with little supervision.
- Proactive in preparing work in advance.
- Show initiative to constantly learn more.
- Must be honest, trustworthy, and display sound work ethic.

## **PHYSICAL DEMANDS**

- Must be able to sit for a prolonged period of time, type, bend/stoop, reach above shoulders, kneel, push, pull, squat, lift and carry up to 25 pounds.
- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).

## **COMPANY BENEFITS**

- Health/vision/dental/life/disability insurance and AFLAC.
- 403b retirement plan, with company match after 1 year of employment.
- Monthly insurance benefit if employee doesn't sign up for company health insurance.
- Paid leave – after 60 days employee will earn 10% of actual hours worked per pay period (8 hours earned on a 80 hour pay period)
- Paid holidays
- Employee loans and assistance programs

Hoosier Uplands Economic Development Corporation is an Equal Opportunity Employer.

## **JOIN OUR TEAM!**

Resumes may be sent via mail to:      Hoosier Uplands  
Attn: Deborah Coleman  
500 W. Main Street  
Mitchell, IN 47446

Resumes for this position only may be e-mailed to [ezink@hoosieruplands.org](mailto:ezink@hoosieruplands.org).