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## Payroll Administrator

Oliver Inc. is looking for a Payroll Administrator based at the company's New York location, who is responsible for the processing of weekly and biweekly payrolls. The payroll admin must have the ability to be cross-functional with an expanded role to assist human resources. The qualified candidate will work closely with managers and the accounting dept and provide support in each of those areas.

### Responsibilities

- ✓ Collects time-worked information for all hourly and salaried employees; reviews for accuracy; and transfers to payroll system.
- ✓ Updates and/or enters employee information relative to payroll.
- ✓ Prepares various reports and matches to payroll summary.
- ✓ Reviews payroll register.
- ✓ Files master control, payroll summaries, and registers in binders.
- ✓ Sorts and distributes paychecks.
- ✓ Provides month end reports and worksheets to Accounting.
- ✓ Updates PTO accruals and prepares headcount report.
- ✓ Enters 401(k) information into vendor's compensation program and processes wire transfer.
- ✓ Confirms new employee information in payroll system is correct.
- ✓ Prepare and maintain new employees on timeclock system.
- ✓ Works closely with Human Resources on benefit related information and deductions.

### Qualifications

- ✓ A broad knowledge of payroll, payroll taxes, and the technical/administrative skill associated with each.
- ✓ Ability to use payroll systems, Word, Excel, and various reporting software – Work Force One is a plus.
- ✓ Three to five years related experience.
- ✓ Team player with ability to multi-task.
- ✓ Excellent oral and written communication skills.

