****

**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Payroll Administrator – Non-Exempt**

**Reports to:** **Human Resources Manager/Director**

**Job Summary:**

The Payroll Administrator works in and supports the human resources department. Handles all matters relating to the payroll processing for an organization. Ensures effective and efficient payment of salaries to organization’s employees.

**Job Functions:**

* Operates efficiently, as a direct point of contact, working remotely through virtual communication platforms as well as in-person
* Gathers and tracks time sheet/time records for all employees to assure timely payroll processing
* Responsible for accurately calculating hours worked and pay rate for each employee
* Reviews time records for errors and resolves any errors by reviewing with either the employee directly or the employee’s direct supervisor
* Transfers electronic time & attendance records to payroll system at the end of each pay period
* Responds to all employee questions regarding payroll and the payroll process
* Processes all records that are regular deductions from employees, such as but not limited to taxes, 401(k) contributions, benefit withholdings, and garnishments
* Ensures transfer of funds from employer to employees’ account(s) occurs on the correct pay date after payroll processing is completed
* Manages all paid time off (PTO), including balances of sick time and vacation accruals, along with reporting for the organization
* Responsible for maintaining accurate employee data and updating electronic and paper records
* Ensures compliance with all local, state and federal laws and regulations regarding payment of employees.
* Generates and distributes year-end W-2’s, ACA reporting (1098’s), and 1099’s for Independent Contractors
* Creates payroll reports
* Provides support to other financial personnel as needed
* Performs other duties as assigned

**Skills Needed:**

* Skill in using and understanding the flow of transactions in an integrated and automated payroll system
* Excellent skills in Microsoft Word, Excel and Access
* Proficiency in using online collaboration tools such as Teams, Zoom, etc.
* MUST be able to maintain confidentiality and exercise extreme discretion
* Ability to convey a high level of empathy when resolving employee payroll issues
* Familiarity with Accounting software
* Possesses strong organizational skills
* Excellent verbal, written and listening skills
* Strong ability to interface with all levels of the organization
* Attention to detail and high level of accuracy
* Adaptable, resourceful and able to work in fast moving environment
* Ability to work collaboratively as well as independently

**Education Required:**

* Associates degree or equivalent in Business Administration, Accounting or Finance or related field
* At least three years’ experience in payroll administration

**Other:**

* Interacts with and may receive direction from other senior managers in the Human Resources Department
* Able to work additional hours as needed
* Position is eligible for a hybrid remote/in-person work arrangement.

**EEO Statement:**

**PTDA Bearings & Power Transmission, Inc**.provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristics protected by federal, state or local laws.