

## **Payroll Administrator**

Cascade Corporation, an international manufacturing company with 2,000+ employees worldwide and sales of over \$600 million, has an immediate opening for a Payroll Administrator in its North America Accounting Department. This position is responsible for processing payroll for our USA locations and reports directly to the North America Controller.

The Cascade culture is team-oriented and stresses the importance of work life balance. The ideal candidate will take great pride in their work, possess the skills to drive process improvement, adaptable to change and willing to help out wherever needed.

## **Responsibilities**

A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves contact with others and can be of a confidential nature. Individual must possess a high level of personal integrity. Duties include:

- Process payroll on a semi-monthly basis for approximately 700 US employees, which includes preparing and loading data batches, processing and auditing payroll reports, and post processing tasks as assigned
- Reconcile general ledger for payroll deposits, tax withholdings, wage garnishments, and voluntary deductions every payroll
- Balance and approve the 401(k) deferral, loan and match file for payment to Fidelity, troubleshoot if there are errors
- Review all payroll-related changes, including new hires, salary, bank and address changes
- Communicate closely with Human Resources (on-site and off-site) to ensure employee data is accurate for processing
- Respond to payroll related inquiries and conduct research as needed to resolve issues
- Process wage garnishments and child support orders
- Register new local tax jurisdictions and/or earnings and deduction codes, and set up in the ADP system
- Follow payroll policy and best practices as well as bring your own ideas to the table on how we can improve them
- Perform other duties as assigned

## **Qualifications**

- AA degree or equivalent experience
- 3+ years of experience processing payroll for a medium to large organization, with multiple sites in multiple states
- Experience processing payroll in ADP systems is required, experience with Workforce Now and timekeeping system is a plus
- Ability to keep information highly confidential
- Proficiency with Microsoft Office products required
- Experience with payroll and benefit conversions, other system changes and adding new employees
- Exceptional time management and organizational skills
- Exceptional track record in managing many details and working with great accuracy
- Proven ability to set priorities and meet deadlines
- Ability to work successfully in a collaborative, team-oriented organization, but also be able to work independently
- Able to proficiently speak, read, write, and understand English required

- Excellent customer service experience and communication skills including interacting with others in-person and through email, using critical thinking skills to respond to inquiries or solve problems