

**SUGAR CANE GROWERS COOPERATIVE OF FLORIDA**

**JOB AVAILABLE**

**POSITION TITLE:** ONE (1) PAYROLL ASSISTANT  
**DEPARTMENT:** PAYROLL, DEPT. 34  
**REPORTS TO:** DONNA GILMER, PAYROLL MANAGER  
**HOURLY RATE OF PAY** TO BE DETERMINED BASED UPON QUALIFICATIONS  
**EMPLOYMENT STATUS** YEAR 'ROUND

**IF YOU MEET THE REQUIREMENTS DESCRIBED BELOW, CONTACT THE HUMAN RESOURCES DEPARTMENT VIA THE FOLLOWING:**

- Visit our office at 1602 George Wedgworth Way, Belle Glade, Florida and complete an Employment Application and include your resume;
- Email your resume' to: [genove.canales@scgc.org](mailto:genove.canales@scgc.org) OR [bcross@scgc.org](mailto:bcross@scgc.org)

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**GENERAL RESPONSIBILITIES:**

In general, collecting data, processing and completing payroll runs from start to finish. This includes a full range of payroll related duties from time card review, data maintenance and preparation of payroll checks for hourly paid employees.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

For hourly paid employees: collection and entry of daily time records for field harvesting units, review and maintenance of time records for administrative office employees, overall review of weekly Kronos timekeeping system in preparation for payroll processing, uploading data to banks, FLSDU, etc., and assisting in the maintenance of employee deductions & files to complete data for weekly payroll processing.

**OTHER DUTIES MAY INCLUDE:**

Assisting with the administration of all other payroll & general office related tasks as assigned from time to time.

**EQUIPMENT / TOOLS / DEVICES USED:**

Computer and peripherals, phone, copy and fax machines, letter folding machines, etc.

**LICENSES AND / OR CERTIFICATIONS REQUIRED:** None

**KNOWLEDGE, SKILLS AND ABILITIES:**

High school diploma with **intermediate** level skills combined with at least two (2) years of previous experience in payroll administration. Must possess good mathematical, written/verbal communication skills and have basic skills in Microsoft Office Suite software (Word, Excel & Access). As well, be able to work in a fast paced, multi-tasked environment with high focus on accuracy, confidentiality and employee relations. Must be able to work in sitting, standing, bending and walking positions. As well, must be able to lift up to 20 pounds