

SUGAR CANE GROWERS COOPERATIVE OF FLORIDA

JOB AVAILABLE

POSITION TITLE: ONE (1) PAYROLL COORDINATOR
DEPARTMENT: PAYROLL, DEPT. 34
REPORTS TO: DONNA GILMER, PAYROLL MANAGER
HOURLY RATE OF PAY TO BE DETERMINED BASED UPON QUALIFICATIONS
EMPLOYMENT STATUS YEAR 'ROUND
DATE OF POSTING MARCH 16, 2021

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:

Providing relief support for the Receptionist position and 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, telephone (including Reception switchboard), 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.