



Payroll Coordinator
Congdon Orchards, Inc. (subsidiaries)

Qualifications:

- 2+ years of accounting and payroll experience or in a similar role of related work experience required. High School Graduate or equivalent required
- Bi-lingual is a plus but not required
- Familiar with payroll fundamentals, including but not limited to laws, regulations, payroll data, balancing, internal control, auditing and records management.
- Ensure confidentiality and respect for the privacy of employee records.
- Complete work both independently and as an effective member of the team, adapting to changing requirements, deadlines, and priorities as needed.
- Communicate clearly and professionally through listening, speaking and writing skills; remain professional and solution-focused while interacting with others.
- MS office programs including but not limited to Excel, Word, Outlook, Google applications, query tools, database systems and applications.
- Time management skills
- Organizational skills and attention to detail
- Office positions may require some reaching, bending, stooping, squatting, crawling, kneeling, pushing, pulling, lifting, carrying, finger dexterity, repetitive motions, standing, walking, sitting, hearing, visual acuity, 2-way written and verbal communication.
- Ability to maintain regular, punctual attendance

Responsibilities:

- Duties/Responsibilities list below but are not limited to those listed
- Process and maintain payroll, deductions, ACA and benefit plans
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Ensures compliance with federal, state and local payroll, wage, and hour laws and best practices
- Participates in audits regarding payroll information and explanation of processes, procedures
- Monitoring, implementing and supporting company policies and procedures

Benefits:

- Salaried DOE
- Medical Insurance
- Dental Insurance
- Life Insurance \$20,000.00
- Vision
- Flexi Benefit Plan opportunity
- 401K eligible
- Vacation
- Sick