

JOB OPENING

Payroll Supervisor

The Taylor Group, Inc.

Louisville, MS

Basic Purpose:

Under the direction of the Manager of Accounting Division I, this incumbent supervises and performs all duties related to the payroll function for the Taylor Group, Inc. and subsidiary companies.

Primary Duties:

1. Reconciles all payroll bank accounts.
2. Prepares all withholding and unemployment tax returns.
3. Prepares many work papers required by outside auditors.
4. Responsible for insuring compliance with the latest laws concerning payroll taxes, depreciation.
5. Records, maintains, checks and balances time cards and processes salary changes and adjustments through payroll for accurate calculations of employees' pay, to include entering such changes into the Taylor Mainframe System.
6. Compiles and calculates pay including deductions, taxes, incentive earnings, overtime, sick pay and holiday pay.
7. Prepares payroll for outlying service centers using manual records.
8. Counts, balances and distributes payroll checks.
9. Prepares 401K downloads and submits data to Schwab for processing.
10. Participate in monthly reconciliation's of various general ledger accounts to ensure accuracy. Participate in annual reconciliation's of all general ledger accounts at year end.
11. Prepares and posts journal entries as needed.
12. Completes external and internal reports on a timely basis.
13. Assists outside auditors at year-end to include preparing schedules, providing explanation of supporting materials and procedures, and preparing any other necessary data.
14. Performs other related duties as assigned by the Manager of Accounting, Division I.
15. Withholds by payroll deduction and processes payments for insurances, 401k, employee advances, child supports, credit union, garnishments, uniforms, etc.

Secondary Duties

1. Compiles and calculates special reports involving complex calculations such as employee benefits.
2. Evaluates subsidiary journals for obvious errors and omissions and enters corrected data into the general ledger. Performs all tasks associated with the general ledger, i.e., enters monthly journal entries, executes monthly closing entries, executes other month-end general ledger closing duties (by cost center and by account), as directed by the Manager of Accounting, Division II.
3. Assists the Manager of Accounting, Div I as requested in the preparation and calculation of monthly sales commissions.
4. Assists the Manager of Accounting, Div I as requested in the daily reconciliation of time cards and labor reporting.
5. Assists the Manager of Accounting, Div II as requested in daily banking.
6. Performs general accounting and other related duties in daily administration of accounting department.

Job Requirements:

1. High School graduate or GED equivalent.
2. TABE Test required; test waived if incumbent has Associates or Bachelors Degree.
3. Three to five years experience in payroll functions.
4. Basic knowledge of accounting principles, payroll taxes, and government payroll regulations.
5. Good understanding of various deductions and tax treatments.
6. Math aptitude, detail orientation, and proofing of work is essential.
7. Advanced computer skills; must be proficient Microsoft Excel and Microsoft Word.
8. Absolute confidentiality is paramount.
9. Punctuality and good attendance required in order to meet deadlines.
10. Professional demeanor and self-confidence in dealing with a variety of companies and outside contacts.
11. Good communication skills are essential as incumbent will be coordinating with multiple departments and employees:
 - a. Coordinates with Computer Operations Department in identifying program problems and establishing new programs when necessary.
 - b. Communicates and coordinates with Human Resources on a daily basis.
 - c. Resolves payroll issues with employees.

Please email resume to Inez Blumenfeld at iblumenfeld@taylorbigred.com

Or

Call: 662-773-3421 Ext. 306, Fax: 662-773-9163

EOE