

TBI US Operations, Inc.

Job Description

Payroll Administrator

Reporting to: Human Resources Manager

Location: Orlando Sanford International Airport
Sanford, FL

General Responsibilities:

The Payroll Administrator is responsible for the administration of the company's time and attendance and payroll systems for all U.S. locations. The Payroll Administrator is responsible for the timely and accurate delivery of payroll and related client service, including recordkeeping and reporting. This position also provides payroll accounting support to the Finance department.

Major Responsibilities and Functions:

- First point of contact for employees for time and attendance and payroll.
- Coordinates with all U.S. locations for payroll processing; ensures appropriate documentation is submitted in a timely manner for payroll processing.
- Processes payroll and maintains payroll information in an accurate and timely manner.
- Prepares and maintains related payroll and ad hoc records and reports.
- Documents workflow and work procedures.
- Researches and resolves payroll issues and liaises with service providers.
- Processes involuntary deductions such as levies and garnishments; prepares employer response and other necessary documents related to such legal proceedings; maintains all documents related to such legal proceedings.
- Reviews and verifies all monthly invoicing for the company's group benefit plans; gathers employee data and processes monthly billings and the preparation of vouchers for payment of administrative fees for all group plan; prepares union due check requests for payment.
- Responsible for submitting payroll taxes in a timely manner.
- Process accurate and timely year-end reporting when necessary (W-2, W-2c, etc.).
- Responsible for payment of union dues.
- Prepares journal entries for each payroll to post the required transactions to the general ledger.
- Submits new hire reporting to the state on a weekly basis.
- Maintains Human Resources Information System records and compiles reports from database.
- Provides payroll accounting support to Finance personnel.
- Coordinates employee and contractor airport badging process and liaisons with Customs and Border Protection office and the Sanford Airport Authority.
- Other duties as assigned.

Health and Safety Responsibilities:

- Take all reasonable and necessary precautions to ensure personal health and safety, as well as that of co-workers and any other person(s).

- Report immediately to management, all unsafe and unhealthy conditions.
- Report immediately to management, all occurrences that cause injury or damage to any person or property.
- Comply with TBI's Environmental Safety and Health program and procedures.

Qualifications:

- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Associate's degree with major course work in business management/administration or accounting and a minimum of three (3) years of experience in the payroll administration field or equivalent education/experience.
- Excellent communication skills, both verbal and written, including computer literacy, particularly with MS Word, Excel and Outlook.
- Ability to establish and maintain good working relationships with TBI employees, airline employees, vendors and subcontractors.
- A positive attitude with the ability to interact with all levels of staff and management.
- Willingness to serve as an example of customer service excellence in all situations.

Working Conditions:

Physical Effort:

While performing the duties of the position, the employee will work in an office environment which is well-lit and air conditioned. The employee is regularly required to sit, stand and walk for extended periods of time throughout the course of daily activities. The employee is required to work on a computer, in addition to doing paper work.

Mental Effort:

Position involves encounters with employees, vendors, subcontractors and members of the public. The employee must be sensitive and responsive to the needs of management and the employees. There is stress associated with responding to/solving problems of employees. Operations are dynamic and situations may require immediate attention. This position has high exposure and requires a professional approach and demeanor under all conditions.

Normal Working Hours:

The normal working hours for this position will be Monday through Friday from 8:00am to 5:00pm.