

Job Description—WEHCO Payroll Administrator

Department: WEHCO Accounting

Report to: WEHCO Corporate Accounting Manager

Responsibilities

- Responsible for accurately preparing bi-weekly payroll for multiple companies located in multiple states.
- Maintains employee records electronically in the Digital File Cabinet application.
- Prepares payroll tax payments in a timely manner.
- Prepares all periodic state and federal wage reports.
- Prepares various group health insurance billing reports for the corporate office.
- Handles Cobra administration for all WEHCO companies.
- Responsible for reconciling voluntary insurance billing on dental and vision coverages.
- Reconciles several bank statements.
- Handles paperwork on 401(k) distributions.
- Responds to inquiries from states regarding unemployment claims, child support, etc.
- Assists with auditor requests as needed.
- Other duties as assigned.
- Uses numerous software applications including Kronos, Oracle EBS, Excel, Word, CobraServ.
- Uses many web applications including iTreasury, BluesEnroll, EFTPS, ATAP.

Qualifications and requirements

High school diploma or equivalent is required. Job qualifications include payroll processing experience in a multi company, multi-state environment. Applicants should have knowledge of federal and state laws regarding payroll, garnishments, child support, FLSA, FMLA, COBRA, ADA, HIPAA. Should have the ability to work with minimal supervision, be a team player, and have a willingness to help others as needed. Need the ability to handle highly confidential information.

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