



Payroll Specialist

Indianhead Community Action Agency, Inc.
Ladysmith, WI

Position: This is a full-time position located in Ladysmith, Wisconsin.

Description: Compile and post employee time and payroll data. Compute and post wages, benefits and deductions. Prepare and send direct deposits for employees. Prepare and submit all year end reports including W2 information. To act as an Ambassador to the Agency and to reflect all Agency matters in a positive way.

Requirements:

- Record employee information such as hire dates, pay rates, bank accounts, exemptions and terminations in order to maintain and update all payroll records.
- Compile employee time, production and payroll data from time sheets and other records.
- Review time sheets for accuracy, wage computations and other information in order to detect and reconcile payroll discrepancies.
- Maintain all employees leave reports such as sick, vacation, holidays and HRA balances.
- Compute wages and deductions for all employees.
- Record any and all payroll related adjustments.
- Compile statistical reports, statements and summaries related to pay and benefits account for all departments.
- Reconcile all payroll liabilities on a monthly basis.
- Prepare all monthly and quarterly reports such as 941's and unemployment reports
- Prepare and submit all year end reports such as W2's and history reports.
- Completes/Prints all vendor runs, including payroll garnishments on the established dates
- Prepare journal vouchers for all ACH payments throughout ICAA, Inc.
- Delivers daily outgoing mail to US Post Office
- Delivers daily deposits to ICAA, Inc.'s financial institution
- Assists with month-end closings procedures
- Files, maintains, and distributes accounting documents, records and reports.

Education and/or Experience:

- 2-year degree in Accounting with experience preferred
- Valid driver's license, acceptable driving record, current vehicle insurance
- Strong organizational & record keeping skills required
- Ability to perform quick and accurate mathematical computations, percentages, fractions, multiplication, division, add, and subtract.
- Proficient in Excel and Word, 10-key by touch
- Must be able to maintain professional boundaries and confidentiality

Starting Wage for this position is \$13.26 to \$18.50/hr. and based on education and experience.

To be considered for an interview, applicants must submit: Resume, Cover Letter, References, and verification of degree.

To Apply send the above documents to: email: recruiter@indianheadcaa.org

ICAA, Attn: HR
1000 College Avenue West / P.O. Box 40
Ladysmith, WI. 54848
Phone: 715-532-4222, Fax: 715-532-7808, TDD: 715-532-6333
www.indianheadcaa.org

We are an equal opportunity employer operating under an approved Affirmative Action Plan. As an equal opportunity employer, we encourage women, minorities and persons with disabilities to apply.