

### **PAYROLL ADMINISTRATOR**

- Review, approve and post employee payroll timesheets
- Create weekly payroll and direct payroll deposits
- Print and distribute paychecks and vouchers
- Submit payroll taxes weekly/monthly and monitor payroll accounts
- Create and distribute W-2 and W-3 forms & annual reconciliation
- Prepare quarterly/annually Federal, NYS, NC and Washington state tax returns, unemployment and industrial insurances for Accounting Manager
- Reconcile bank statements
- Create and post cash disbursements
- Monitor State and Professional licenses, renewals and new applications
- Review monthly expenses and mileage for all team members

### **QUALIFICATIONS**

Associates Degree Accounting, Strong payroll, payroll tax, federal and state compliance, W-2 reporting, General Ledger

Minimum three - five years experience

Deltak Advantage software, Timekeeper, Word, Excel, Outlook, typing, fax, filing, copying, scanning, excellent organizational skills. Strong communication (verbal and written), detail oriented, works well with all team members. Ability to maintain strict confidentiality on sensitive issues.

Deltak Vision experience preferred!