

# NOW HIRING

## Payroll & HR Administrator

**PURPOSE:** this position revolves around managing various aspects of human resources and payroll functions. In this position you will process weekly payroll, administer group health benefits, report workers' compensations, set-up safety programs and assist with monthly board meetings.

### DUTIES & RESPONSIBILITIES

#### Payroll

- Processing new hire paperwork.
- Prepare and transmit weekly payroll deposit, payment of taxes, insurance and other deductions.
- Processing of quarterly and year-end taxes.
- Ensure compliance with federal and state regulations.
- Respond to employees' inquiries regarding payroll and benefits.

#### Human Resources

- Administer group benefit programs working in concert with providers and employees.
- Coordinate workers' compensation and unemployment compensation.
- Coordinate MATC's safety program ensuring timely recordkeeping, reporting, & training.

#### Administration

- Responsible for the organization, security, confidentiality, and retention of office files.
- Coordinates travel arrangements (hotels, conferences) for business related events.
- Assists with board meetings such as preparation and uploading files to call to order.

### KNOWLEDGE & EXPERIENCE

- Knowledge and skills are a must for payroll and human resources.
- At least four years related work experience.
- Proficient with computers and various accounting software packages. Highly proficient in Microsoft Office Word/Excel.
- Knowledge of settlements, separations, and access-charge compensation procedures.

### SKILLS, ABILITIES, QUALIFICATIONS OR EXPECTATIONS

- Attention to detail and the ability to prioritize multiple projects.
- Resourceful with exceptional problem solving and decision-making skills.
- Ability to maintain confidential company, customer, and employee data.

### EQUIPMENT & TOOLS

Regular use of computer, telephone, calculator, copier, fax, and printers.



**Please email your resume to [hr@maadtelco.com](mailto:hr@maadtelco.com)**