



## **SOUTH JERSEY PORT CORPORATION NOTICE OF JOB OPENING**

### **PAYROLL ADMINISTRATOR**

In accordance with Article 9 and Article 13 of the Agreement between SJPC and CWA, Local 1040, employees are hereby notified that SJPC will accept applications for the non-exempt position of **PAYROLL ADMINISTRATOR**. The successful applicant will be required to perform all activities necessary to process the corporation's payroll, including the timely and accurate delivery of payroll and related recordkeeping and reporting. This shall also include the processing and remitting of all withholdings.

The successful applicant will receive an annual compensation of \$43,118.00.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Refer to job description. Other duties may be assigned.

- Performs daily timekeeping tasks including the daily maintenance and receipt of employee timecards and timesheets and data entry of time.
- Maintains data within the HRIS system.
- Performs timekeeping tasks regarding employee attendance, including vacation, sick, personal leaves, and overtime. Provides monthly and annual reports, including but not limited to classification, probation, and training reports, and distributes to managers and/or supervisors or as requested.
- Creates weekly deferred compensation file for submission to Prudential.
- Prepares weekly payroll tax payments and quarterly payroll agency check requests.
- Initiates weekly transfer of payroll funds to banking institutions and forwards payroll hours to professional service company, processes paychecks, channels distribution of paychecks to employees.
- Prepares year-end incentive checks and annual incentive reports.
- Prepares monthly AFLAC invoice reconciliation and check request.
- Coordinates with state and local agencies regarding employee paycheck garnish.
- Prepares daily attendance report and distributes accordingly.
- Processes all vacation and personal time off requests for all employees.
- Prepares timecard reports for Terminal Supervisor when requested.
- Maintain and distributes weekly Employee Vacation Schedule to all Supervisors.
- Responsible for implementing meal money, weekly payrate change for senior guards along with training rates when applicable.
- Prepares Monthly Current Employee Statistics Report.
- Prepares and distributes classification, probation, and training reports.
- Responsible for monitoring the sick line and disseminating daily sick list.
- Provide HRIS training as needed.
- Assumes other special activities and responsibilities as directed.

#### **JOB QUALIFICATIONS:**

Candidate must meet the following qualifications:

- High school diploma or equivalent.
- 1 to 2 years of payroll experience. Experience with Primepoint system preferred.
- Experience with union laborers a plus.
- Thorough knowledge of corporation policies. Good communication and computer skills.
- Must possess a federal Transportation Worker Identification Credential issued by the Transportation Security Administration.
- Must possess a valid, unrevoked, and unsuspended driver's license.

The New Jersey First Act, effective September 1, 2001, established residency requirements for all state employees. The applicant shall have their primary residence in the State of New Jersey. The applicant must possess or be able to obtain a federal Transportation Worker Identification Credential issued by the Transportation Security Administration.

#### **PROCEDURE:**

Applicants interested in the position of **Payroll Administrator** should submit an application and resume to [careers@southjerseyport.com](mailto:careers@southjerseyport.com), Human Resources.