

**Job Summary:**

The Payroll Coordinator will oversee payroll activities to ensure timely and accurate payment of employee wages. To be successful as a payroll coordinator, you should be able to efficiently coordinate payroll tasks and strictly follow company policies and legal regulations. An outstanding payroll coordinator should also possess strong people skills.

**Duties/Responsibilities:**

- Work with payroll clerks at 6 facilities to ensure accurate payroll processing.
- Coordinate with company headquarters on payroll submissions, processing, compliance and troubleshooting.
- Enter, maintain, and/or process information in the payroll system; information may include employees' hourly rates, salaries, commissions, bonuses or other compensation, time worked, paid leave and holidays, deductions and withholding, address changes, and other information.
- Resolves payroll issues or discrepancies.
- Ensures proper processing of payroll deductions for taxes, benefits, charitable contributions, and other deductions.
  
- Collects and verifies employee and timekeeping data.
- Reviews computed wages to ensure accuracy.
- Updates payroll information for promotions, transfers, terminations, and new hires.
- Records and maintains employee records and payroll transactions.
- Answers questions and resolving issues regarding payroll.
- Ensures compliance with company policies, relevant industry regulations, tax, and deduction laws.
- Performs other duties as assigned.

**Required Skills/Abilities:****Education and Experience:**

- Good working knowledge of accounting practices and tax laws.
- Proficiency in Microsoft Office, payroll systems and database software.
- Excellent communication skills, both verbal and written.
- Organizational and time management skills.
- Ability to maintain strict confidentiality.
- Strong attention to detail.
- Associate Degree required
- Intermediate Microsoft Excel
- Experience in payroll administration using Kronos tools.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.

Qualified applicants should apply to the Careers section of the ABB website: <https://new.abb.com/us>