



TIKIGAQ Corporation
 Office of Human Resources
 2809 S. Lynnhaven Road
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 Virginia Beach, VA 23452
 Telephone: 757-408-9811

PAYROLL ADMINISTRATOR	
Approved Date: 2023	
Job Code:	FLSA : Exempt

JOB SUMMARY: Under general direction compiles payroll data, and enters data or computes and posts wages. Reconciles payroll and GL, corrects errors, maintains payroll records, calculates and remits deductions for federal and state taxes and employee benefits or verifies third party provider remittance.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Ensure compliance with government regulations, company policies, and procedural guidelines while compiling and verifying timesheets for data entry. Ensure that timesheets have the proper signatures, approvals, and documentation either on the timesheet, attached to the time sheet or in the employee files. Insures the correct amount is calculated for employee earnings and withholdings.

Review and process payroll for multiple in-state and out-of-state offices, acting as quality control for these payrolls. Coordinate with other payroll data entry technicians in various states to ensure that they are using the current system properly and submitting payroll in a timely manner, making all deadlines

Coordinator for transition of payroll processing to ADP, including oversight of all time entry by all employees and approval by supervisors, dual testing, and training for all users of ADP.

Reviews payroll reports to insure all employees have been paid correctly.

Calculates, prepares, and distributes verified payroll reports, various union reports, and federal, state and local tax deposits weekly or as needed. Prepares and uploads 401K reports weekly to provider.

Remits tax withholdings and payments as necessary for federal and state payroll taxes or verifies third party tax payments and reconciles to GL. Ensure third party provider is remitting taxes on time.

Reconciles general ledger accounts and Inspects and proposes correcting entries as needed.

Assists with monthly, quarterly and year-end closings.

Prepares, reviews and submits W-2 forms and the coordination with ADP after transition.

Investigates and resolves payroll related inquiries.

Coordinates various employee and reporting compliance files.

Other duties as assigned.

KNOWLEDGE and SKILLS

- Knowledge in general ledger accounting.
- Knowledge of payroll processes.
- Knowledge of multi-state taxation regulations.

- Skills to effectively operate a compute and navigate and utilize a variety of software applications.
- Skills to effectively and efficiently keep all records and work organized.
- Skills in assessing and prioritizing multiple tasks, projects and demands.
- Skills to communicate effectively with other accounting and project staff and management.
- Skill in establishing and maintaining cooperative working relationships with other employees.

MINIMUM EDUCATION QUALIFICATION

An Associate's degree in accounting, finance or a related field. Progressively responsible professional work-related experience, education, or training may be substituted on a year-for-year basis for college education.

MINIMUM EXPERIENCE QUALIFICATION

Must have at least 4 years of applicable experience in payroll processing.

PREFERRED EXPERIENCE QUALIFICATION

APA certification is highly desired.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.