

Rejuvenation



Description Payroll / Accounting Clerk

Department Accounting

Reports to: Accounting Supervisor and Accounting Manager

Major Focus

- A) Precise, timely payroll processing for multiple facilities in several states and Canada
- B) Maintain payroll records of all deductions, requests for time off, and any tax/unemployment issues
- C) Prompt and accurate creation, change, and maintenance of employment and personal data in personnel system

Duties and Responsibilities

- A) Comprehensive payroll processing for Eden Foods working with Paychex, Eden Organic Pasta Co., Meridian Foods, and Canada. Includes but not limited to timekeeping, multi-state tax calculations, authorized / legally required deductions, proper Accounting and proper data systems entry.
- B) Process, track, and distribute payroll deductions as needed – food purchases, garnishments, tax levies, 401k contributions and loans, insurances, and the like.
- C) Create, change, and maintain personnel database records to reflect any change in employment status or to employees' personal information. Includes new hires, status changes, transfers, and terminations.
- D) Calculate, report to appropriate Eden personnel, and ensure accuracy of paid time off data for all employees.
- E) Regularly prepare and submit various reports as needed; sales/use tax reports, broker reports, sales reports, and the like.
- F) Assist in preparation for audits, work with auditor(s) as required
- G) Backup and cross-training as required

Job Requirements

- A) Accounting Degree or 3 years equivalent experience preferred
- B) Communication skills, verbal and written
- C) Proficient knowledge of Excel, Word and Eden's software programs or willingness to learn quickly
- D) Excellent attention to detail, organizational and time management skills

Eden Foods, Inc.

701 Tecumseh Road, Clinton, Michigan 49236 U.S.A. • ph 517 456-7424
fax 517 456-6075 • info@edenfoods.com • www.edenfoods.com

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This job description is not intended to be all-inclusive or a complete explanation of duties. Employees are required to perform duties as assigned by their supervisor or management. Eden reserves the right to modify job duties and responsibilities as needed. Job descriptions do not constitute or imply an employment contract.