

Rejuvenate



Accounting Department

Job Description

Position

Payroll Accountant

Reports to

Chief Financial Officer

Overview

Ensure the maintenance of accurate Payroll and Personnel files at Eden Foods and with Paylocity so reliable, efficient, and accurate records are readily available to Company management and for the payroll processing carried out by Paylocity.

Contribute to the productive and efficient function of the Accounting Department.

Oversee the accurate and timely payroll processing for the Company and its employees.

Duties and Responsibilities

- A. Become a dependable focal point for facts contained in the Company's payroll and personnel records.
- B. Upon duly authorized developments, maintain timely up-dated personnel and payroll records, and attendance records.
- C. Ensure that paychecks and other remunerations are accurately and timely dispatched to employees.
- D. Have competent, well trained, and reliable 2nd and 3rd person backups for these processes and systems as a key function of the position. This necessitates No. 1's oversight of these trainings and them being kept up-to-date.
- E. Work with Department Managers in the allocation of paid time to employees and other issues related to payroll as they arise.
- F. Aid in the preparation of accurate company and management reports with the use of properly confirmed source data.
- G. Become trained to proficiently assist Accounting Team with additional projects and responsibilities.

Job Requirements

1. Education and experience necessary to bring competence in these duties to the Accounting Department
2. Communication skills, verbal and written
3. Proficient knowledge of Excel, Word and Eden's software programs and a willingness to learn quickly
4. Proficient familiarity with Microsoft Office and willingness and capability to learn and utilize Eden Food's software programs
5. Detail oriented with results-driven problem-solving abilities

Rejuvenate



This job description is not intended to be all-inclusive or a complete explanation of all duties. Employees are required to perform other duties as assigned by their immediate supervisor or Eden Management. Eden reserves the right to modify job duties and responsibilities as needed. This job description does not constitute a written or implied contract of employment.