



Payroll Manager

At Waukon Feed Ranch, agriculture and family are the roots of our business. Our mission is to grow and develop our customers, employees, and community through providing products and services needed for a vibrant rural economy. The Payroll Manager contributes to our mission by ensuring all employees are compensated properly and timely to ensure success of staff and financial stability of the company.

As a Payroll Manager, a typical day may include the following:

- Process payroll for employees efficiently and accurately.
- Create batch reports in the timeclock system.
- Communicate with WFR personnel and make appropriate timesheet corrections.
- Transport data from HRIS to QuickBooks.
- Make necessary adjustments and data entry in QuickBooks.
- Process garnishments, invoices, reimbursements, and withholdings.
- Run special reports such as payroll summaries, item detail, salary, and hourly reports.
- Assigns job classifications to employees to process work comp summary reports.
- Validate employee benefit invoices and processes statements for accounting department.
- Assist HR Manager with special projects and new hire paperwork.
- Assist Accountants with special projects.
- Demonstrates attention to detail with accuracy and thoroughness.
- Meets commitments and maintains confidentiality.
- **This position will maintain office hours Monday- Wednesday. 20-30 hours per week available. Additional hours as available.**

This job might be for you if:

- You are looking for part time, flexible role.
- You have a strong attention to detail
- You meet commitments and deadlines
- You maintain confidentiality
- You have strong communication skills.
- You have experience utilizing QuickBooks, Word, Excel, and email.
- You enjoy working in an office environment, spending the majority of your day at a desk, working behind a computer or calculator



The following education and/or experience is required:

- Associate's Degree or equivalent from a two-year college or technical school, or two or more years of related experience and/or training.

To apply:

- Fill out an application at www.waukonfeedranch.com/employmentapp or in person at 615 Old Highway 9, Waukon, IA.