

JOB DESCRIPTION

Position Title: Payroll Auditor I
Department: Audit Department/ Collections Representative
FLSA: Non-Exempt
Reports to: Payroll Audit Supervisor & Collections Representative

Description

Responsible for performing payroll audit functions as required by the Client/Administrative Service Agreements. Assist the Payroll Audit Supervisor & Collections Representative in ensuring the timely completion of assigned department responsibilities and projects and ensuring the department is complainant with policies and procedures that are assigned to the department.

Skills / Knowledge Requirements

- Associate degree (or higher) in Accounting (or equivalent combination of education, professional training, or work experience which demonstrates the ability to perform the duties of the position)
- 1 year of work experience in an office environment
- Proficient in Microsoft Word and Excel
- 10 Key by Touch
- Strong verbal and written communication skills
- Excellent customer service skills
- Detail oriented with strong organizational, analytical and multi-tasking skills
- Must be able to travel to the neighbor islands and may be required to stay overnight
- Must have a valid Hawaii driver's license and a vehicle to drive to client offices and may be required to rent a car while traveling to the neighbor islands
- Must own a cellular phone

Duties

- Drive to and from client's place of business for scheduled audits
- Conduct audit of client's payroll records at client's place of business, which may include neighbor island clients
- Ensure company equipment and data are safeguarded against theft and damage, especially while traveling to and from and at the client's place of business
- Prepare and complete written audit report
- Prepare and administer appropriate correspondence with the client
- Communicate with client via phone or email as needed
- Complete special audits and projects for delinquent clients on demand
- Maintain audit and delinquency tracking logs and coordinate timely follow up of pending audit and delinquency items
- Communicate via cell phone with department supervisor and lead when out of the office for a client audit
- Assist in the preparation of quarterly audit reports for trustee meetings and quarterly billing schedules
- Assist in the preparation of annual trustee reports
- Assist with collection efforts, including preparing delinquency reports
- Assist the Employer Control department with vacation discrepancies and annual vacation payout distribution
- As assigned by immediate supervisor

Other Duties

- Complete special audits and projects as needed for delinquent and new employers on accelerated timelines
- Conduct payroll audits on employers following guidelines as set forth by Department Policies and Procedures
- Review and prepare correspondences to employers, unions, and fund professionals
- Review and maintain audit files to ensure compliance as required by Client/Administrative Service Contracts
- Assist the Employer Control department on special matters including billing and collection efforts
- Assist in conducting new Employer and Refresher Orientations as needed by employers
- Assist in resolving contract issues between the Union and the employer as needed

Job Description

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- Assist with obtaining detailed information during audits for delinquent employers
- Assist with the lunch and supply deliveries for meetings
- Assist with the arrangement of the conference rooms for meetings
- Assist with home visits as requested by other departments

Physical Demands

- Drive to client or various locations for attendance of duties requirements
- Travel to the neighbor islands and mainland travel may involve early morning flight departure and evening flight return
- Neighbor island and mainland travel may require driving a rental car to locations and to stay overnight or longer as required
- Carrying, loading and transporting supplies, deliveries
- Lifting and carrying file boxes within the office

Working Conditions

- Indoors, air-conditioned office
- Conditions will vary at client locations

Work Shift

- Monday to Friday, 8:00AM – 4:00PM, 1-hour unpaid lunch
- The duties assigned may involve situations that will require over time.
- Weekends as needed for client meetings, benefit fairs or educational conferences.

Accepted By: _____
Employee's Signature Date

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.