

Job Title: Payroll Technician

Supervisor Title: Controller

Status: Non-exempt (Technician II)

General Summary:

The successful candidate will be expected to perform professional level payroll work. The position requires considerable knowledge of general payroll principles. Performs complex clerical duties related to the processing of payroll records and resolves payroll discrepancies. Comply with federal, state, and local legal requirements, which include completion and timely payment of quarterly and annual reports.

Essential Duties and Responsibilities:

1. Handle and process all aspects of payroll.
2. Prepares multiple reports for government agencies and inter-company individuals by compiling summaries of earnings, taxes, and deductions/benefits. Monthly review of cost activity ensuring consistent and proper coding.
3. Determines payroll liabilities through the calculation of employee federal and state income and social security taxes, plus employer's social security and unemployment payments.
4. Verifying the accuracy of payroll records.
5. Maintain a high level of confidentiality.
6. Perform other duties as assigned.

Required Knowledge, Skills, and Abilities: The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. Ability to work well under pressure, meeting multiple and sometimes competing deadlines, at all times demonstrating cooperative behavior.

1. Ability to work independently and resolve practical problems.
2. Excellent communication and interpersonal skills.
3. Excellent organizational skills and time management skills.
4. Have a strong work ethic.

Education and Experience

1. Two years, plus, of payroll experience, preferable in the mining or construction industry
2. Experience with integrated payroll systems, JDE, E1 is a plus
3. Proficient in Microsoft applications, specifically Excel.

An equivalent combination of education and experience may be considered.

Deadline to apply is July 27, 2016. To apply for this position, please submit a cover letter and resume to Jill Dove by emailing jdove@montanaresources.com.