



JOB TITLE: Payroll Specialist

REPORTS TO: ACCOUNTING SUPERVISOR

CLASSIFICATION: NON-EXEMPT

PAY RANGE: GRADE 7

POST DATE: AUGUST 31, 2017

CLOSING DATE: SEPTEMBER 14, 2017

SUMMARY/OBJECTIVE: RESPONSIBLE FOR THE ADMINISTRATION AND IMPLEMENTATION OF THE COMPANY'S GROUP INSURANCE BENEFIT PROGRAMS, GROUP HEALTH, DENTAL, LIFE INSURANCE AND OTHER BENEFIT PROGRAMS, CLAIM PROCESSING AND VARIOUS REPORTS AS REQUIRED. RESPONSIBLE TO COMPILE AND PROCESS THE WEEKLY PAYROLL AND ASSOCIATED REPORTING FOR THE BUSINESS DEVELOPMENT CORPORATION AND ALL ITS SUBSIDIARY BUSINESSES. ALSO SERVE AS REFERENCE FOR EMPLOYEES FOR EMPLOYER OFFERED FRINGE BENEFITS.

ESSENTIAL FUNCTIONS: Specific duties include, but are not limited, to the following:

- Compile payroll data such as garnishments, vacation time, insurance and 401(k) deductions.
- Poll electronic time clocks (E-time software) and review the downloaded information for completeness and accuracy.
- Contact various department supervisors for any missed times.
- Process weekly transfer of payroll data to current payroll servicers.
- Compile internal management reports from payroll system software.
- Processes all insurance paperwork including COBRA enrollment, leave of absence, and premiums, updates Employee deductions in system.
- Conducts orientation sessions to ensure complete knowledge of all employer sponsored benefits offered to new employees.
- Directs performance of clerical functions such as updating records and processing insurance claims.
- Administers leave of absence program, insuring compliance with Company policy and collection of insurance premiums due during Employee's leave of absence.
- Reviews insurance monthly invoices and provides proper data to ensure proper billing.
- Acts as liaison between Human Resources Department and Accounting Department, assisting with deductions, taxes and status inquiries, etc.
- Responsible for maintaining a consistent, regular attendance record.
- Prepares and processes weekly payroll.
- Processes and tracks payroll deductions, wage garnishments and withholding orders.
- Interacts with employees, customers, and vendors in a professional manner.
- All other duties as assigned.

EXPECTATIONS/ABILITIES:

- Strong attention to detail.
- Must be able to operate calmly while in a fast-paced environment.
- Strong commitment to customer service.
- Superior written and oral communication skills.

LDF Business Development Corporation
14284 HWY 70W
PO Box 155
Lac du Flambeau, WI 54538
Phone: 715.388.0502 Fax: 866.423.6104



- Effective time management and organizational skills.
- Must be detail-oriented.
- Ability to solve problems independently.
- Possess strong computer skills with proficiency in software including Microsoft Office.

SUPERVISORY RESPONSIBILITY: This position has no direct supervisory responsibilities.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This is a largely sedentary role; however some filing is required. This would require the ability to lift files, open filing cabinets, and bend or stand as necessary.

POSITION TYPE/EXPECTED HOURS OF WORK: This is a full-time position. Days and hours of work are primarily Monday through Friday, 8:00a to 4:30p. However, evening and weekend hours are required as job duties demand.

TRAVEL: Little to no travel is expected for this position.

REQUIRED EDUCATION AND EXPERIENCE: HIGH SCHOOL DIPLOMA OR EQUIVALENT REQUIRED. POST-SECONDARY COURSE WORK IS REQUIRED. PREVIOUS ACCOUNTING AND/OR PAYROLL EXPERIENCE IS REQUIRED. THE ABILITY TO HANDLE LARGE VOLUMES OF WORK AND MEET DEADLINES. PROVEN EXPERIENCE WITH MICROSOFT WORD, EXCEL, OR OTHER RELATED SOFTWARE.

PREFERRED EDUCATION AND EXPERIENCE: ASSOCIATES DEGREE IN ACCOUNTING IS PREFERRED. PRIOR EXPERIENCE WITH QUICKBOOKS AND PAYROLL SOFTWARE IS PREFERRED.

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

CORPORATION STANDARDS: The foundation of success is found in meeting the following LDF Business Development Corporation expectations:

- Attitude of safety first
- Work ethic of loyalty, integrity, pride, perseverance, accountability, respect and teamwork
- Ambition to succeed
- Adheres to company policies and procedures
- Represents the company in a positive and professional manner
- Flexibility to work for extended hours in order to meet deadlines
- Handles oneself with professionalism during stressful situations
- Maintains positive attitude and morale
- Interacts effectively with all members of the company and all outside associates
- Completes responsibilities diligently
- Thinks big picture and takes into account long-term implications of ones' actions
- Works independently, exercises discretion, applies common sense and makes competent decisions
- Complies with designated work schedule



- Uses company resources wisely
- Maintains neat, clean and organized workspace
- Constantly analyzes for ways to improve individual and/or company performance

The LDF Business Development Corporation is committed to a drug-free workplace. To qualify for this position, the individual must submit to and pass a pre-employment drug screen with random testing thereafter.

EEO STATEMENT: LDF BDC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. To the greatest extent feasible, preference will be given to qualified American Indians for employment opportunities.

HOW TO APPLY: To apply for this position please submit an application to:

LDF BUSINESS DEVELOPMENT CORP.
ATTN: HUMAN RESOURCES
PO Box 155
LAC DU FLAMBEAU, WI 54538
866.423.6104 (FAX)
HR@LDFBDC.COM

LDF Business Development Corporation
14284 HWY 70W
PO Box 155
Lac du Flambeau, WI 54538
Phone: 715.388.0502 Fax: 866.423.6104