

## PAYROLL COORDINATOR (part-time)

As an entity of the Confederated Tribes of the Goshute Reservation, we, at Sacred Circle Healthcare, preserve the Goshute heritage of protecting and caring for family and extend the tradition to all marginalized and underserved populations in our area. We refuse to let access, ethnicity, or socioeconomic status restrict someone from receiving complete healthcare.

**Interested in joining our team?** We are looking for people who are genuine, kind, ambitious, positive, and helpful - exceptional people building on a celebrated heritage who are passionate about delivering uncompromising care - people who make a difference every day no matter what their role or position. If you are looking for a job where the work you do impacts lives for the better every day, you are in the right place!

Sacred Circle Health is seeking a **part-time PAYROLL COORDINATOR** for our Main Clinic in Salt Lake City, Utah.

### Job Summary

- This position Responsible for timely and accurate processing of employees' information and bi-weekly payroll for hourly and salaried employees, using the ADP system.
- **Reports to:** Controller
- **Department:** Finance
- **Supervisory responsibilities:** no
- **Schedule:** Part-time up to 20 hours per week. Final schedule to be determined by supervisor.
- **Closing Date:** August 24, 2021 or open until filled
- **Apply:** Send your resume and any pertinent application materials to - [jobs@schc.net](mailto:jobs@schc.net), please state which job you are applying for; or visit our [website](#).
- **Contact:** Mark Wiesenberg, 801-359-2256, ext. 177

### The successful candidate:

- Enter and process all employee data necessary for processing timely payroll in the ADP system.
- Ensure attendance is verified by supervisors, hours worked, and pay adjustments in preparation for payroll processing.
- Assist with updates to payroll records by entering changes in exemptions, insurance coverage, savings deductions, pay rates, employee status changes as needed.
- Balance and maintain all employee payroll records, accounting schedules, and any other necessary payroll records.
- Manage input of bonuses and commissions as required. Accurately calculate payroll liabilities, etc., as required.
- Ensure pay is correct according to hours worked and any incorporated leaves and/or overtime exceptions.
- Investigate and resolve any discrepancies in payroll.
- Prepare and submit reports with payroll information to supervisor.
- Process, scan, and/or email all wage verifications, unemployment notices, mandated court ordered deductions, and process each within the dictated time frames.
- Resolve payroll discrepancies by collecting and analyzing information.

### **Job Posting – Payroll Coordinator – Part-time**

- Maintain and follow all payroll operations according to company policies and procedures; reporting needed changes.
- Maintain employee confidence and protect payroll operations by keeping information confidential.
- Answer general employee questions and payroll information requests, as needed.
- Assist with W-2 process.
- Contributes to team effort by accomplishing related results as needed.

### **Required Education, Experience, Knowledge, Skills, and Abilities**

- Associates Degree in accounting or equivalent payroll experience of two or more years, required.
- Familiarity with general accounting principles.
- Experience in data collection, entry and reporting, 2 or more years.
- Computer savvy with working knowledge of relevant software/websites.
- Working knowledge of ADP payroll processed software systems preferred.
- Proficiency with MS office applications (Word, Excel, Office, Outlook, etc.).
- Excellent attention to detail.
- Ability to maintain confidentiality and exercise discretion.
- Highly organized and good with numbers.

### **Additional Information – Join us as we are Redefining Compassionate Healthcare, together!**

As group of 4 healthcare clinics, diversity drives our identity. We are proud of our Native American heritage. Whether you are seeking your first job, transitioning back into the workforce, looking to start your career, or grow an existing one, Sacred Circle Healthcare walks with you. We need you for what you can do. We strive for a mix of benefits to help you combine great work with a great life.

- Competitive pay
- Health coverage for you and your family
- Generous PTO, paid holidays and floating holidays to celebrate what is important to you (prorated for part-time employees)
- Retirement matching to invest in your future
- Colleagues that are unparalleled
- A culture that is second to none

Sacred Circle Healthcare/Confederated Tribes of the Goshute Reservation gives preference to qualified American Indian/Alaskan Native Applicants