



Payroll Coordinator * Kartrite Resort and Indoor Water Park Monticello, NY

Overview: The Kartrite Resort and Indoor Water Park is seeking a Payroll Coordinator in Monticello NY.

The Payroll Coordinator will be responsible for the following:

Ensures that weekly payroll is processed accurately and timely.

Trains and assists the hotel staff with the payroll process and weekly approvals.

Processes off cycle checks, reversals and voids.

Audits and reconciles payroll data.

Performs Ad hoc reporting as necessary.

Weekly and Monthly Union reporting and processing.

Assist HR and Accounting with various task.

Performs any other job-related duties as assigned.

Skills required to perform the job:

Workday experience preferred.

Hospitality experience preferred.

Knowledge of Federal and State wage & hour and tax laws.

Experience with 401K, garnishments, health care deductions and PTO accruals.

Proficient in Microsoft Word and Excel.

Excellent customer service skills.

Sharp analytical skills with the ability to identify "why"

Ability to comfortably speak in front of others.

Self-driven with a high level of attention to detail.

Ability to handle multiple tasks simultaneously.

Payroll Processing

Requirements:

Reference Check

Bachelor's Degree in related field

2 years' experience in a shared service environment

Shift, Salary and Benefits: This position is full-time, Monday - Sunday, Hours vary, \$20.00 to \$25.00 hourly, Benefits include Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays, and 401k/retirement

Apply: Email the Kartrite Human Resource Department at hr@thekartrite.com and apply online at <https://www.thekartrite.com/careers/>