



## PAYROLL ASSISTANT

Market & Johnson, Inc. is seeking a Payroll Professional to join our team! This position will handle all payroll functions in addition to certain Human Resources duties.

### ESSENTIAL FUNCTIONS

The Payroll Assistant will be responsible for:

- New hire form completion and compliance
- Update and maintain wage/benefit information for numerous labor unions
- Enter and process union payroll timecards
- Ensure paychecks are distributed on time
- Assist in paying weekly/monthly and quarterly taxes
- Assist in preparing monthly union reports
- Assist in preparing and filing W-2's
- Respond to and resolve employee payroll inquiries
- Process employment verifications and unemployment claims
- Submit new hire reports to state agencies as necessary
- Process child support and other court orders/garnishments as necessary
- Prepare and file Certified Payroll Reports
- Assist in handling union compliance audits
- Assist other members of the Accounting Department when needed

### QUALIFICATIONS

- Technical College degree or equivalent
- 2-5 years of experience in a Payroll or Accounting position is preferred
- Applicant must be proficient in MS Office programs (Xcel)
- Applicant should possess excellent organizational skills with attention to detail
- Ability to prioritize tasks in a fast-paced environment
- Must maintain high degree of confidentiality
- Construction background preferred
- Experience working with Vista by Viewpoint software a plus communicating key data, including presentations to senior management, board or other outside partners.
- Proficient in Microsoft Office Products with advanced Excel skills.
- Construction or real estate background preferred.
- Experience working with Vista by Viewpoint software a plus.

To join an established, successful company that is well known & financially sound, send your cover letter & resume to the following address by

Wednesday, September 11, 2019

Market & Johnson Inc.  
Attention: Payroll Assistant  
Position

PO Box 630

Eau Claire, WI 54702-0630

Email:

[employment@market-johnson.com](mailto:employment@market-johnson.com)

An Equal Opportunity Employer



*Adding Value to Everything We Do*