

## **Payroll Associate**

DeLong's, Inc. is a steel fabricator that produces steel bridges and miscellaneous bridge components for the transportation industry and structural steel for the building industry. The company, founded in 1944, has approximately 190 employees at its locations in Jefferson City and Sedalia, Missouri. We are seeking applicants for a full-time Payroll Associate at our Jefferson City location.

### **Requirements:**

- An Associate degree is required and Bachelor's degree is preferred; major in Accounting/Finance or a related field is preferred.
- A minimum of two years of prior Payroll/Accounting/Finance experience is ideal.
- Strong verbal, written, interpersonal, time management and analytical skills are required.

### **Duties and Responsibilities:**

- Create electronic employee records in the accounting software based on information received from the Human Resources department.
- Compile payroll data such as hours worked, taxes, insurance, and other deductions to be withheld from time sheets, other records, and electronic timekeeping system.
- Prepare computer input forms, enter data into computer files, or compute wages and deductions and post to payroll records.
- Review hours reported and wages computed and correct errors to ensure accuracy of payroll.
- Record changes affecting net wages such as exemptions, insurance coverage, rate increases, and shift premiums for each employee to update master payroll records.
- Record data concerning transfer of employees between departments and shifts.
- Prorate expenses to be debited or credited to each department for cost accounting records.
- Prepare periodic reports of earnings, taxes, overtime, and deductions.
- Keep records of leave pay and nontaxable wages.
- Prepare and issues paychecks.

DeLong's, Inc. offers a competitive salary based on education and experience and a competitive benefits package, including health insurance, paid time off, and a profit sharing and pension plan. We will be accepting applications through October 6, 2017. If you are interested in working for a well-established company, please send your resume, completed application, and salary requirements to:

DeLong's, Inc.  
Attn: Human Resources Department  
Human Resources Manager  
P.O. Box 479  
Jefferson City, MO 65102

or

careers@delongsinc.com

For more information about DeLong's, Inc., please visit <http://delongsinc.com/>.