



# JOB DESCRIPTION

## HR Payroll/Retirement Specialist

### Summary

This position supports Minn-Dak Farmers Cooperative in the coordination of handling all payroll and retirement functions. This position meets the demand of timely and accurate reports and projects year-round.

### Essential Job Duties

- New Hire and re-hire entry of employees into the timekeeping and payroll systems
- Termination of employees in the timekeeping and payroll systems
- Process payroll every two weeks
- Experience with KRONOS Payroll system
- Assist Ag staff with Harvest Employee Onboarding and Payroll (including sending and collecting Engagement forms, manual timecards, termination forms)
- Review and approve timecards for all MDFC employees
- Quarter and Year End Closing
- Process and approve W-2
- 12<sup>th</sup> of the Month Census Reporting
- Manage accruals and leave time
- Set up and assign Wisely Pay cards
- Employment verifications
- Transition employees in timekeeping and payroll to Inter Campaign and back to Campaign
- Calculate and entry of June 1 Increases and September 1 Increases
- Create and process additional supplemental/correction payrolls as needed
- Assign holidays yearly in timekeeping
- Ability to assist and back up Benefits
- Complete administrative tasks, duties, and reports as required in a timely manner
- 401K and Pension
- Other duties as required by the business
- Maintain employee confidentiality
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

### Qualifications

- Minimum requirement of Associate Degree in Accounting with payroll experience
- Bachelor’s Degree in Accounting preferred with payroll experience
- Strong knowledge of payroll and payroll taxes
- Experience working with a Union
- Organized with excellent time management skills
- Ability to communicate effectively and work cohesively with employees at all levels
- Ability to multitask
- Embrace teamwork
- Knowledge of Kronos, DocLink
- Advanced knowledge of Microsoft Office including advanced Excel experience

### Physical Demands and Expectations

- Able to stand or sit for 8 hours with some short walking
- Able to bend and lift up to 50 pounds
- Able to climb stairs
- Able to work in normal office setting

### Acknowledgement

I have reviewed this job description and am able to perform all duties required.

Print Name

Signature

Date