



Join our Team!

Job Title: Payroll Specialist
Department: Payroll
Reports To: Payroll Manager
Date of Opening: Immediately

Our Company: We are an established Company with operations in Brawley, Coachella, Salinas Valley, and Santa Rosa California, and Yuma, Arizona. We pride ourselves with providing agricultural labor, custom harvesting, and operational support to our customers with an emphasis of enhancing value to our farmers' all while maintaining safety, quality, and innovation in mind. Our team is incredibly dedicated, pioneering, abides by integrity and is our number one asset.

Deadline to Apply: All applications will be considered as received. The position will be filled based on the candidate's qualifications and experience.

Your Role: The Payroll Specialist will be responsible for ensuring that our employees receive accurately and timely paychecks, audit and verify all time keeping records of employees' hours worked, as well as any deductions or withholdings required to comply with state and federal laws. This position is also responsible for processing time sheets for input into a computerized payroll system, in a high volume with high demand on accuracy.

Your Impact:

- Maintain payroll information by collecting, calculating, and entering data.
- Resolve payroll discrepancies by collecting and analyzing information prior to processing payroll.
- Answer payroll related questions and requests.
- Carry out payroll processes by following policies and procedures and providing recommendations.
- Maintain employee confidence in payroll and abide by confidentiality.
- Contribute to team effort by accomplishing respective tasks and collaborating with other teams given Department needs.
- Review attendance reports for accuracy and prepare weekly payroll packets.
- General filing.
- Relocate to Yuma, Arizona and Salinas, CA dependent on business needs.
- Performs other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Your Qualifications

- Strong analytical/numerical capabilities and problem-solving capabilities.
- Must be able to perform data entry with minimal errors and analyst information.
- Must have attention to detail, ensure accuracy and thoroughness in an efficient manner.
- Must have strong analytical, numerical, and problem-solving capabilities.
- Must be able to communicate, read and write proficiently in both English and Spanish.

- Must have prior knowledge of office methods, practices, and equipment.
- Must have prior knowledge of spreadsheets, company accounting software, and word processing.
- Must have initiative to develop new procedures to enhance payroll proficiencies.
- Must be computer literate in Microsoft Office Suite of products, primarily Word and Excel.
- Have the ability to utilize 10-key by touch
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.
- Extensive knowledge of Microsoft Office products (Excel, Power BI, Power Apps, SharePoint, etc.).
- Ability to act with integrity, professionalism, and confidentiality.

Your Education and Experience

- At minimum, a high school diploma is required.
- At least 1 year of human resources experience in agriculture preferred, that would provide the level of knowledge and ability required for the position.

Your Language Skills

- Must have the ability to communicate effectively and a professional manner with all Company employees, including general labor, administrative, supervisory and management employees and external stakeholders.
- Must be bilingual and biliterate in English and Spanish.

Your Mathematical Skills

- Must have the ability to add, subtract, multiply, and divide; apply concepts of basic algebra; and interpret graphs, charts, and tables.

Other

- Requires working outside normal business hours and weekends.

Physical Requirements and Work Environment

- Prolonged periods of sitting at a desk and working on a computer.
- Light to moderate lifting (up to 40 pounds).
- Reaching, stooping, pulling, pushing and manual dexterity.
- Operating a computer, calculator, copier, and typewriter involves repetitive hand arm movement.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Must be able to handle multi-tasks and work in a fast-paced environment with frequent interruptions.
- Must be able to interact politely with outside customers and vendors.
- Communication with other staff members involves making contact orally, via the telephone, electronic email or in person.

For additional information or to submit your resume, send an email to: careers@foothillpacking.com

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