

Payroll Coordinator-Brattleboro, VT

New Chapter, Inc., an organic manufacturer of vitamin and herbal supplements located in Brattleboro, VT is looking for a dynamic individual to join our mission-driven organization. We seek a **Payroll Coordinator** to support the **Human Resources Department** in a culture that fosters wellness and social responsibility.

Job Summary:

Responsible for processing bi-weekly and monthly payroll for salaried, hourly, & commissioned employees.

Responsibilities:

- Payroll - Process bi-weekly & monthly payroll using ADP
- Maintain and monitor web based time clock
- Communicate with payroll vendor regarding payroll, employment taxes, custom reports
- Provide information, reports to managers on an as needed basis
- Data entry, auditing, filing, garnishments processing, and investigating and resolving any payroll discrepancies
- Assist employees with payroll questions or issues
- Other tasks or projects as assigned

Qualifications:

- Proficiency in payroll systems, preferably ADP.
- Good knowledge Microsoft Word, Excel, & Outlook
- Must have the ability to handle the entire payroll process independently.
- High level of interpersonal skills to handle sensitive and confidential situations and documentation
- Ability to operate most standard office equipment
- Considerable knowledge of principles and practices of personnel administration
- Effective oral and written communication skills
- Ability to maintain a high level of confidentiality

We offer a competitive salary and an outstanding benefit package which includes medical, dental, life insurance and 401(k). Qualified candidates, submit resume to careers@newchapter.com.

New Chapter is an equal opportunity employer.