

Payroll Clerk / Payroll Administrator - Job ID 11518

Livonia, MI

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Roush supplies comprehensive, integrated development services and provides customers with support that fuses technology and engineering. From design through prototyping, testing and manufacturing, we take our customers' visions from the sketch pad to production. We're focused, efficient, and we deliver. With over 3000 employees in more than 40 facilities across the United States, and interests around the world, Roush solves customers' problems and provides significant support to the automotive, performance products, military, entertainment, alternative fuels and consumer products industries. We are focused on performance, driven by technology, and committed to our customers' success. If you're only happy when your customers are happy, we want you on our team.

The ROUSH Human Resources department has an immediate opportunity for a Payroll Clerk / Payroll Administrator to join our successful team. Roush is searching for an experienced Payroll Clerk / Payroll Administrator who will be responsible for day-to-day payroll activities along with providing courteous, confidential and sensitive customer service to Roush employees and management. **This role is located in Livonia, MI.**

Qualifications

- Minimum high school diploma or equivalent
- Minimum 4 years' payroll processing experience
- Payroll Clerk/Payroll Administrator must have demonstrated experience calculating taxes and handling garnishments
- Must have demonstrated proficiency with MS Office; minimum of 2 years' experience with Excel
- Excellent written and oral communication skills, including professional phone etiquette
- Must be accurate, thorough, and detail-oriented
- Payroll Clerk/Payroll Administrator must have excellent organizational and planning skills to produce a large quantity of work under tight constraints and manage competing demands
- Must possess the desire and willingness to learn and apply new skills
- Payroll Clerk/Payroll Administrator must have ability to work overtime as needed

Preferred Skills

- Working experience with PeopleSoft HRMS version 8.9 or higher strongly preferred
- Working experience with Kronos V5 or 6
- CPP certification
- Federal and multi-state income tax return preparation experience, including payroll tax research preferred
- Experience processing expatriate payroll for multiple countries

To apply, please visit the Roush careers page by clicking on this link: <http://careers.roush.com>

Our benefits include: medical, dental, vision, life insurance, LTD, 401K, tuition reimbursement, paid vacation, and paid holidays.

Visit our website: www.roush.com

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