



Job Title: Payroll Manager - Assistant

Location: Salt Lake City, Utah

AgReserves, Inc. (ARI) is a multi-national, multi-corporate company that operates investment farms and ranches throughout the world. ARI currently has an opening for an exciting opportunity not only for personal growth but professional growth as well. AgReserves is seeking a Payroll Manager - Assistant at the headquarters location in Downtown Salt Lake City, Utah.

Position Description:

The Payroll Manager- Assistant has a wide scope of duties including but not limited to the Payroll Manager in ensuring the timely and accurate processing of payroll for all US and Canadian operations.

Essential Job Functions:

- Work with the Payroll Manager in carrying out the critical function of payroll for the United States, Canada, and Expatriates, including the following:
- Ensure the timely, accurate processing of scheduled and off-cycle payrolls
- Identify and reduce risks associated with payroll.
- Identify areas for process improvement and recommend innovative technological solutions to payroll challenges
- Train payroll personnel, including corporate and local paymasters and payroll clerks, in payroll matters
- Prepare payroll related journal entries and adjustments
- Work with treasury on payroll-related banking issues, general accounting on check reconciliation and journal entries, and IT on payroll taxes
- Assist in testing software patches and updates
- Assist in monitoring and managing the data interfaced from the Human Capital system to the Payroll system.
- Provide support in working with benefits providers
- Review payment requests for benefits providers
- Review tax filings and payments
- Prepare leave benefit adjustments
- As requested, provide accurate information and reports to management and auditors
- Under the direction of the Payroll Manager, lead departmental audit function and additional projects as assigned

Skills and Other Qualifications Required:

- B.S. in Accounting/Finance/ or another related field
- 5 years Payroll Experience
- CPP required
- Conversational Spanish preferred
- Understanding of Federal and State PR tax issues and systems for United States and Canada
- Software programs- Infor Global HR, Lawson Payroll, Master Tax, Time Clock Plus, and BSI Tax Factory
- Skills and Knowledge in Training, Documentation, and Process improvement
- Excellent communication and interpersonal skills

Benefits:

Excellent benefit package includes: medical, dental, retirement plans (401k and other retirement plan), flex-spending, and other miscellaneous benefits.

AgReserves, Inc. is an equal opportunity employer.

NOTE: The specific statements shown in each section of this job announcement are not intended to be all- inclusive, but represent typical elements and criteria considered necessary to successfully perform the job.



AgReserves

To apply: Send resume to careers.ari@ari-slc.com
with "Payroll Manager -Assistant " in the subject line.

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