



1.0 DUTIES AND RESPONSIBILITIES

The Payroll Specialist is responsible for preparing, processing, and transmitting bi-weekly payroll for Offshore, Shop, Marine, and Administrative divisions. The Payroll Specialist is required to compile and accurately enter payroll data including wage and salary adjustments, allocations, employee deductions, garnishments, premiums, and time tickets.

Specific responsibilities may include:

- Perform customer service functions by answering employee requests and questions.
- Retrieve, review, and accurately enter payroll time tickets into the accounting software on a daily basis.
- Ensure that all Shop and Administrative time tickets have appropriate approval.
- Ensure timely and accurate transmission, reconciliation, and maintenance of payroll-related employee data, including garnishments, vacation time, sick time, hours, insurance, 401(k) deductions, and personal employee deductions.
- Calculate and process retroactive pay, earnings, tax adjustments, and severance pay.
- Respond to payroll inquiries to ensure quick, equitable, and courteous resolution.
- Schedule interviews and meetings as requested by the HR/Recruiting Manager.
- Confer with management and the HR department regarding changes in payroll status or deduction changes.
- Prepare and maintain payroll files such as time tickets on a bi-weekly basis, garnishments, and personal items deducted from employee pay. Copy check stubs on an individual employee basis.
- Assist in the preparation of payroll accruals for month-end reporting requirements.
- Print and provide the HR/Recruiting Manager with garnishment and earnout reports.
- Make photocopies, fax documents, and perform other clerical functions, as assigned.
- File papers and documents into the appropriate personnel files and other files, as required.
- Assist and prepare correspondence.
- Support and participate in the organization's Continual Improvement Program to conform to ISO 9001, ISO 14001, and OHSAS 18001 requirements by complying with the HSEQ Policy and procedures and meeting HSEQ objectives.
- Other duties as assigned.

2.0 REQUIREMENTS

2.1 EDUCATION AND TRAINING

- Associate or bachelor's degree in business.

2.2 EXPERIENCE

- Two (2) years of payroll-related and accounting experience.
- Experience working in an ISO 9001, ISO 14001, and/or OHSAS 18001 environment a plus.



2.3 KNOWLEDGE AND SKILLS

- Able to exercise independent judgment and knowledge of payroll and HR policies and procedures.
- Able to work with minimum supervision.
- Must possess excellent verbal and written communication skills.
- Must be conscientious, detail-oriented, and able to manage multiple assignments.
- Knowledge of Microsoft Office, including: Word, Excel, and Outlook.

3.0 PHYSICAL AND SAFETY REQUIREMENTS

- Reasonable accommodations are made to enable individuals with disabilities to perform essential job functions.
- Sitting, bending, standing, walking, 8-10 hours per day.
- Able to lift 15 lbs.
- Must comply with any safety or PPE requirements.
- Exposure to production environment.

OTHERS

- Attention to detail.
- Produces error-free work.
- Deadline-oriented.
- Make sure that customers' requests come first.
- Self-starter who thinks of innovative, faster ways to accomplish tasks.
- Works with minimal supervision.
- Flexible and able to adapt to our dynamic environment.

4.0 ACKNOWLEDGEMENT OF RESPONSIBILITIES

I have read and understand the duties outlined in this job description.

Employee's Signature

Supervisor's Signature

Employee's Printed Name

Supervisor's Printed Name

Date Signed

Date Signed