

## Job Title: Payroll Administrator, Human Resources

Location: MidFirst Plaza, 501 N.W. Grand Blvd., OKC, OK 73118

Employment Type: Full- time, Non-Exempt

Hours of work: Monday through Friday, 40+ hours per week

### Description:

This position is responsible for administering the timekeeping system and assisting with Payroll duties. Tasks include making daily updates, adding users to the system, running reports and analyzing timecard information, and completing the payroll/ timekeeping interface. This position will also be responsible for monitoring benefit time, assisting with leaves of absence and attendance reporting.

### Requirements:

This position requires a strong attention to detail and excellent computer skills with a strong working knowledge of Microsoft Word and Excel. Candidates must be self motivated, organized and able to work independently to meet deadlines. In addition, the position requires 3-5 years previous experience in Human Resources. Candidates who have Payroll and/ or Timekeeping System experience in a high volume payroll environment are preferred. Knowledge of the Ceridian or Kronos systems as well as knowledge of FMLA leave policies is a plus.

Individuals interested in being considered for this position should apply online at [www.midfirst.jobs](http://www.midfirst.jobs) using job ID # 3319.