

Global Payroll Coordinator Job Description

Coordinates all activities and confidential personnel matters related to payroll processing. The Global Payroll Coordinator is expected to adhere all safety and quality policies of Drilling Tools International, Inc.

Education:

- Training in the field of Payroll, Human Resources is helpful.

Experience:

- 5 years Previous Payroll preferred; multi-state and global payroll experience as well helpful
- Human resources helpful,
- Microsoft Office software necessary
- UKG experience helpful as well

Qualifications:

- Proficient with software applications relevant to the job
- Basic computer skills in Outlook and Microsoft applications, Proficient in Excel
- Maintaining an efficiently organized work process while multi-tasking
- Setting priorities in a fast paced environment
- Good written skills and professional verbal communication skills

Key Responsibilities / Essential Functions of the Position:

- Assist with daily administrative functions of the Payroll Processing
- Maintain strict confidentiality while managing payroll records and employee data in compliance with company policies and regulatory requirements
- Assist employees and managers with payroll questions and issues
- Process global payroll monthly including but not limited to verifying Timecards, preparing import files for payroll, tax set up and running post payroll reports (eventual goal with hands-on training, but at first assist Payroll Manager process global payroll)
- Assist with processing US and Canada bi-weekly payroll including but not limited to verifying Timecards, preparing import files for payroll, tax set up and running post payroll reports
- Ensure data in the payroll system is up to date for all personnel properly processing changes for wages, transfers, terms, bonuses, etc. and ensure all proper approvals are obtained
- Process any manual checks and gross up checks as needed
- Maintenance of employee documents and forms.
- Set up new garnishments, fringes and/or earnings, tracking goals / limits when necessary
- Verify and approve payroll invoices
- Reconcile 401K and upload bi-weekly reports to carrier
- Download quarterly reports and balance to payroll records
- Reconcile workers compensation report, update rates and codes as necessary, upload monthly to carrier and provide G/L reports to accounting
- Systematically Audit accruals and make any year-end adjustments
- Create and update custom reports for headcount and/or wage increases, etc.
- Audit and approve year end reports, W2s and 1095s, process year-end adjustments as required
- Assist Quarterly SIP Reviews
- Responsible for keeping personnel paperwork organized and properly filed
- Process employment verifications
- Assist with monthly payroll accruals
- Various other special projects and Other Duties as assigned.



Work Environment:

The employee is occasionally exposed to extreme outside temperatures and Industrial hygiene regulated activities identified as potentially actionable according to OSHA standards. Including Hearing Conservation, Respiratory Protection and HAZCOM programs. Procedures are developed at each facility to minimize all risks and hazards through control measures.

Physical Demand	Descriptions
Sit/Walk	90% of the time is spent sitting while completing paperwork or attending meetings. 10% of the time is spent moving around the office.
Use of hands/fingers	90% of the time is spent filing or keyboarding reports
Carry weight, lifting	Moving boxes of files that up to 15-20 lbs.
Stoop, kneel, crouch or crawl	Filing and sorting documents in file cabinets.
Communicate (Talk/Hear)	Must be able to communicate effectively with clients and coworkers in an office setting and via phone and email.
Communicate (Written/Verbal)	Must be able to write quality control paperwork, memos, reports, and other business documents and correspondence
Vision	Must be able to read correspondence via email, hard copies, and any other typed print.

This job description is a product of Drilling Tools International and is not intended to list all of the requirements of the job. Some unexpected events may cause changes in normal routine and therefore job duties.

Employee Signature:_____

Print Name:_____

Date:_____