

## Title: Payroll Coordinator

**Department:** Administrative Services  
**Reports to:** Director – Business Operations  
**Classification:** Non-exempt  
**Location:** Tipton, MO  
**Date:** 10/31/2023  
**Pay Range** \$60,000 - \$72,000 (or \$28.84 – \$34.61 hourly)

### Who We Are

Established in 1979, Kiowa Line Builders performs distribution and transmission construction, both overhead and underground, as well as Right-of-Way clearing and Vegetation Management for numerous Rural Electric Cooperatives and Municipalities. Additionally, Kiowa Line Builders provides restoration services throughout the country, delivering a flexible and prompt approach when responding to our customer's line crew needs during a disaster.

In every situation, Kiowa Line Builders is committed to providing quality services safely. Safety, both on and off the job, is our number one priority.

### Responsibilities

- Process weekly payroll for 200+ employees, including reconciliation of hours, deductions, and other payroll liabilities.
- Maintain, verify, and process all salary wage assignments and wage attachments as related to the payroll such as child support, company loan repayments, and garnishments.
- Audit and verify all pay changes prior to submitting payroll transmission. Resolve all timekeeping and G/L interface posting issues.
- Field and respond to payroll inquiries and resolve discrepancies in a courteous and professional manner.
- Onboards all newly hired employees ensuring that necessary paperwork and drug screens are successfully completed. Provides weekly updates to management on the onboarding process for applicants.
- Enter all new hires into accounting, timekeeping, and benefit systems. Verify all I-9 documentation and create new hire personnel files. Enroll all new hires in necessary benefit plans.
- Inactivate all separated employees in accounting, timekeeping, and benefit systems.
- Administer employee uniform program inclusive of ordering uniforms for new hires and collecting uniforms from separated employees in a timely manner.
- Administer company health savings account enrollment and contribution funding.
- Administer 401(k) retirement enrollment and contribution funding.
- Administer annual benefit open enrollment process.
- Reconcile payroll register to W-2 register on a quarterly and annual basis.
- Conduct annual workers' compensation audit.
- Prepare and file all quarterly and annual state and federal payroll tax filings.
- Prepare W-2 statements and all other year-end payroll related activities.
- Support the company in optimizing its financial transactions and systems, including streamlining, and improving the timekeeping and payroll process.

- The ability to maintain regular, punctual attendance and the ability to work outside regularly scheduled hours when necessary are essential functions of the job.
- The ability to handle stress and work well with others are essential functions of this position.
- Perform other responsibilities as requested by leadership.

## Minimum Qualifications

- High School Diploma or equivalent, plus 2 years payroll experience.
- Understanding of basic principles of finance, accounting, and bookkeeping
- Ability to adapt to changing priorities and work independently.
- Strong time management skills and strong attention to detail.
- Strong verbal and written communication skills.
- Ability to maintain confidentiality of company information.

## Preferred

- Bachelor's degree in accounting, Business Management, or related discipline.
- 2+ years of payroll experience using QuickBooks.
- Experience using WorkMax timekeeping software.
- High level expertise using Microsoft Excel and SharePoint file sharing.

## Benefits

- Benefit Package including Medical, Dental, and Vision Coverage
- 401K w/ Company Match
- Life Insurance and Short-Term and Long-term Disability
- Paid Time Off
- Paid Holidays
- Potential Bonus Opportunities
- Weekly Payroll
- 4-day work week (excluding storm work and additional assignments)

## EEO/AA/M/F/VETS/DISABLED

This job description is subject to change at any time. It reflects management's assignment of essential functions and does not exclude or restrict the tasks that may be assigned. Kiowa Line Builders will provide equal employment opportunities to all applicants without regard to an applicant's race, color, religion, sex, gender, genetic information, national origin, age, veteran status, disability, or any other status protected by federal, state, or local law.

Kiowa Line Builders is a Department of Transportation regulated employer. Certain safety-sensitive positions are covered under the DOT Drug and Alcohol Testing Regulations, 49 CFR Part 40. It is important to note that marijuana remains a drug listed in Schedule I of the Controlled Substances Act. It remains unacceptable for any safety-sensitive employee subject to drug testing under the company's Drug Free Workplace Policy to use or test positive for marijuana.