



INSULATION INC.

Payroll & Benefits Administrator

ATI, Inc. is an Industrial Insulation, Scaffolding and Coatings Contractor, primarily working in the Industrial Construction Industry. ATI, Inc. started in 2001 and now has multiple locations in CO., WY. & TX. We offer competitive pay and a full benefits package. **The successful candidate will be located at our Grand Junction, Colorado location.**

Summary/Objective

Coordinate, direct and control payroll preparation, processing and distribution. Along with coordinate daily benefits processing and other HR items.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Payroll Processes

1. Ensure payroll is processed in an accurate, compliant and timely manner, and submit payroll timely on a weekly basis in ADP and submit reports to Accounting Manager.
2. Manage payroll workload to meet operational requirements.
3. Manage and resolve issues relating to payroll production.
4. Coordinate staff performing payroll support functions.
5. Preparation of payroll related documents.
6. Prepare, oversee, and review compliance with statutory reporting and filing requirements.
7. Ensure all payroll information and records are maintained in accordance with statutory requirements.
8. Report new hires and separations to related benefit providers and state agencies to ensure compliance, coverage, and accurate invoicing for benefits.
9. Support all internal and external audits related to payroll (including liability and worker's comp. insurance).
10. Provide information and answers employee questions about payroll related matters.

Administer Benefit Plans and Renewals

11. Employee benefits administration and recordkeeping.
12. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.



13. Monitor the accurate processing of staff appointments, transfers, promotions and terminations.
14. Maintain accurate account balances and accruals.
15. Maintain current employee data systems.
16. Interpret and implement processes related to new legislation impacting payroll.

Human Resources

17. Assist Hiring Manager with Recruiting, Advertising, Resume Filtering, Interviewing.
18. Assist with onboarding and required documentation.
19. Create and maintain employee files.
20. Document employee disciplinary actions, annual reviews, and all other related records.
21. Respond to state UI separation notices.

Competencies

- Computer proficiency and technical aptitude with the ability to use Microsoft products, including PowerPoint; experience with **ADP** and benefits databases is a requirement.
- Experience with multistate payroll, WY, CO, TX, NM.
- Experience with Certified payroll.
- Proven ability to work effectively in a team environment with associates.
- Effective planning and priority setting. Ability to manage several complex projects simultaneously while working under pressure to meet deadlines.
- Strong analytical skills
- Knowledge of benefits contract language.
- Attention to detail and accuracy
- Planning and organizing
- Scheduling and monitoring
- Communication skills
- Problem analysis and problem-solving skills
- Decision-making
- Team work

Supervisory Responsibility

The position may directly supervise other administrative positions as assigned by VP.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment.

Physical Demands



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Position Type/Expected Hours of Work

This is a full-time position. 40 hours per week. Occasional evening and weekend work may be required as job duties demand.

Start Date: January, 2021

Wage: \$22 to \$25 per hour DOE

Company benefits include:

- Medical
- Dental
- Vision
- Paid Holidays
- 401K

Travel

No travel is expected for this position.

Required Education and Experience

- Bachelor's degree in accounting or human resources or equivalent experience
- Certified Payroll Professional designation preferred.
- Experience with ADP payroll system.
- Experience with Multi-State payroll
- Experience with Workers Compensation Audit and classifications.
- Knowledge of accounting principles and practices.
- in-depth knowledge and experience of payroll calculations and processing
- knowledge of applicable local, state and federal rules and laws
- solid financial acumen

ATI offers competitive pay and a full benefits package. ATI, Inc. takes great pride in all of our projects and services. Our team of professionals is committed to the satisfaction of our clients. We have been around for 19 years with key employees who have a lifetime of experience.

ATI Services:



INSULATION INC.

- Industrial Insulation
- Removable Insulation Covers
- Heat Tracing
- Certified Energy Appraisals
- Scaffolding
- Blasting, Paintings and Coatings

EEO Statement:

ATI, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ATI, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.