



INSULATION INC.

Payroll Clerk

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, CO location.**

We are committed to provide our Employees a stable work environment with equal opportunity for learning and personal growth. The success of ATI, Inc. is built by committed, efficient employees who believe in our company, who gain satisfaction from their work, and who strive toward extraordinary achievement. We believe that people work together best in an environment where they are recognized for their efforts and respected as individuals.

Responsibilities:

- Ensure payroll is processed in an accurate, compliant and timely manner, and submit payroll timely on a weekly basis
- Manage the payroll workload to meet operational requirements
- Prepare payroll related documents
- Ensure all payroll information and records are maintained in accordance with statutory requirements
- Report new hires and separations to related benefit providers and state agencies to ensure compliance, coverage, and accurate invoicing for benefits
- Support all internal and external audits related to payroll (including liability and worker's comp. insurance)
- Monitor the accurate processing of staff appointments, transfers, promotions and terminations
- Maintain accurate account balances and accruals
- Maintain the current employee data systems
- Assist with documents and records related to employee disciplinary actions, annual reviews, and all other related records
- Respond to state UI separation notices
- Help maintain all HR records



Minimum Qualifications:

- Associate degree in accounting or human resources, or equivalent experience
- Certified Payroll Professional designation preferred
- 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
- Proficiency in relevant payroll, accounting, and spreadsheet software

Key Competencies

- Attention to detail and accuracy
- Planning and organizing
- Scheduling and monitoring
- Communication skills
- Problem analysis and problem-solving skills
- Decision-making
- Team work

Hours: Full Time. Typical work week is Monday - Friday.

Start Date: Immediate

Salary: DOE

Company benefits include:

- Medical
- Dental
- Vision
- Company paid Life Insurance
- Company paid AD&D
- Vacation
- Paid Holidays
- 401K



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 18 years with key employees who have a lifetime of experience.

ATI Services:

- 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.