



JOB POSTING

DATE: 3/15/2024

JOB TITLE:

PAYROLL COORDINATOR

WORK LOCATION:

BROADWAY SERVICES INC. CORPORATE OFFICE

REPORTS TO:

MIKE KASTENDIKE, CHIEF FINANCIAL OFFICER

HOURS PER WEEK:

NON-EXEMPT – DAY SHIFT

DUTIES AND RESPONSIBILITIES:

The Payroll Coordinator is responsible for preparing weekly payroll and performing administrative duties assigned. This position will input timesheets for all assigned departments for weekly payroll. This position will set up employee direct deposits, remote check deposit and process stop payments for lost checks. Also responsible for reconciling child support and wage garnishment files. The Coordinator will create Wage Analysis and Leave Balance reports for assigned departments in the XR System. The person hired for this job will carry out specific tasks and duties of a similar nature and scope as required for the work.

SPECIAL REQUIREMENTS:

High School Diploma, GED equivalent or two (2) year's comparable work experience; College courses with concentration in Accounting or Business preferred; Proficient in Microsoft Office, especially detailed knowledge of Excel; Must be detailed oriented, organized, and able to work independently. Strong customer service skills – must have friendly, courteous and smiling nature. Ability to relate well to co-workers, staff, senior level executives and general public. Strong interpersonal and communication skills; ability to communicate effectively orally and in writing. Must possess the skills necessary to handle sensitive and confidential, and to interact with diverse groups of people.

PLEASE SUBMIT ALL BIDS TO:

**Personnel via Fax (410) 563-6955 or in person at 3709 E. Monument Street
POSTING PERIOD: March 15, 2024 – March 22, 2024**

**3709 E. Monument Street Baltimore, MD 21205
Office Number (410) 563-6949 • Fax Number (410) 563-6955**