

PAYROLL COORDINATOR

EXPLORE ST. LOUIS

AMERICA'S CENTER COMPLEX (St. Louis, MO)

Explore St. Louis is seeking a professional, highly detailed and organized Payroll Coordinator to perform payroll duties for the entire organization. All payroll responsibilities are handled by the Payroll Coordinator. This position reports to the Chief Financial Officer. Some essential duties of this position include the following:

- Compile all payroll data including hours worked, deductions and adjustments to process payroll. Review all information compiled to ensure accuracy of payroll.
- Maintain strict confidentiality of all payroll data and restricted information.
- Maintain a working knowledge of wage and hour laws.
- Prepare payroll reports for review after payroll is processed.
- Prepare and process all wage assignments.
- Maintain payroll files for each pay period processed.
- Manage and maintain the time and attendance system.
- Answer all payroll related questions from employees.
- Perform human resources duties and miscellaneous tasks as assigned by management.
- Work a flexible schedule to include days / evenings, weekends, and holidays.

The successful candidate will have a High School diploma and three to five years' payroll experience. Certified Payroll Professional credential is a plus. Experience working with a payroll size of 500+, including multi-state payrolls is required, along with proficiency in payroll and time and attendance systems. Knowledge of UKG payroll software and KRONOS time + attendance systems is preferred. Ability to maintain strict confidentiality and sensitive information is critical. Must possess a strong attention to detail, effective communication and sharp analytical skills. 10-key by touch and computer knowledge is essential in word processing, spreadsheet applications and databases.

Apply on our Explore St. Louis Jobs URL or email a resume and cover letter to jobs@explorestlouis.com . Please include your cover letter and resume when applying online. NO PHONE CALLS! EOE.

Explore St. Louis is the sales and marketing organization responsible for selling and promoting St. Louis as a convention, meeting site, and leisure travel destination. Explore St. Louis manages and operates the America's Center Complex which includes the Cervantes Convention Center, the Dome at America's Center, the Ferrara Theatre, and the St. Louis Executive Conference Center.

Diversity, Equity & Inclusion Statement: Explore St. Louis values diversity and we are committed to creating an inclusive environment for all employees. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex, pregnancy, age, national origin, physical or mental disability, past or present military service, marital status, gender identification or expression, medical condition or any other protected characteristic as established by law.