



WEBCO HR, Inc.

Let Experience be Your Guide

PAYROLL ADMINISTRATOR – MILL VALLEY, CALIFORNIA

WEBCO HR, Inc. is seeking a Payroll Administrator for one of our clients located in Mill Valley, California.

SUMMARY:

The Payroll Administrator position will complete all payroll functions for each pay cycle while maintaining accuracy, confidentiality and thoroughness.

RESPONSIBILITIES:

- Partner with Payroll Specialist to process weekly payroll.
- Responsible for maintaining the integrity of all information in the HRIS system.
- Seek guidance from VP of HR to ensure all Payroll guidelines and compliance are appropriately applied according to State, County, City regulations, and Union Contract.
- Understand the Union Contract fully and apply pay guidelines.
- Ensure Dayforce HRIS data and reporting is accurate and utilized fully.
- Document, organize, update, audit various payroll related information.
- Communicate with staff at all levels of the organization.
- Calculate Paid Time Off (PTO) accrual for union employees on a weekly basis.
- Ensure PTO is paid and reported accurately.
- Support HR team as required.
- Ability to fulfill project execution and follow-up.
- Balance multiple and competing priorities.
- Conduct post-payroll reporting and analysis.
- Union reporting and communication.

REQUIREMENTS:

- 5 to 7 years of Payroll experience.
- HRIS Experience with large applications required, i.e. Dayforce by Ceridian, ADP Workforce Now, etc.
- Knowledgeable about State of CA and SF Labor Law with a CA Payroll certification
- Advanced Excel computer skills.
- Must have a clean background and credit check.

Preferred Qualifications:

- HRIS Experience with Dayforce by Ceridian.
- Bachelor's degree in Accounting, Business Administration or relevant field.
- Bilingual: Spanish/English preferred.
- Labor Union experience.

- Grocery/Retail/Hospitality experience preferred.
- Family/private owned business experience.
- Ability to manage confidentiality with integrity.
- Effective and professional written and oral communication, with strong attention to detail.
- Exceptional organization with strong ability to prioritize competing interests.
- Strong ability to cooperate and work collaboratively towards solutions in a team environment.

COMPENSATION:

- Base Salary
- Full Benefits

THE COMPANY:

Founded in 1986, this chain of supermarkets is committed to providing the best possible shopping experience for customers and making a difference in people's lives through food.

Their first market was in Redwood City, California, and they carried only natural and organic products. They realized that customers wanted a place where they could get not only their natural and organic produce, meats, health and beauty products, but also conventional necessities such as vitamin-enriched cereals and popular name-brand products. Therefore, the concept of "Best of Both Worlds" was born. This marriage of Necessity & Passion Shopping sets our stores apart from most. Our roots remain in healthy, natural and specialty foods. The company's buyers work closely with local producers around the greater Bay Area to bring you high quality products in every aisle.

Over the years, they have remained dedicated to our customers and community. Giving back to the community is top priority, so we actively partner with local schools and food banks. Their goal is to surprise and delight customers when they shop.

WEBCO HR, Inc. is an Equal Opportunity Employer

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