

QCR Holdings, Inc.

Job Description

Title: Payroll Administrator

Location: Moline

Reports To: SVP, Director of Human Resources

Department: Human Resources

Job Summary:

Under limited supervision, responsible for all aspects of payroll for QCR Holdings, Inc. and its subsidiaries. This position is the main point of contact for all payroll inquiries.

Essential Functions:

- Executes the biweekly payroll functions in compliance with external regulations and internal policies for the entire organization; including, entering of data into payroll software, changing recurring earning and deductions, maintaining all changes to payroll records, tracking and entering all commissions and bonuses, and maintaining personal time off plans.
- Tracks and documents all perquisite expenses including country club dues, car allowances, fitness club memberships, etc.
- Assists with the administration of certain company benefits, such as the HSA, 401K, FSA, and Deferred Compensation.
- Prepares all payroll entries and sends to accounting to be entered into the general ledger.
- Understands the general ledger system and how payroll ties to the GL, and is able to make correcting entries to ensure accuracy of the GL system.
- Reconciles the quarterly tax returns completed by the payroll provider to ensure accuracy of reporting and payments.
- Reconciles year end returns and w-2's to ensure accuracy of reporting.
- Solves issues concerning payroll, answers inquiries, and enforces payroll policies.
- Manages regular preparation of relevant management reports, including bi-weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, benefit deductions, etc.).
- Prepares surveys related to compensation as required.
- Assists in the payroll conversions for mergers and acquisitions, including pay schedules for acquired companies and maintaining expense entries once converted.
- Maintains employee payroll records and files.
- Responsible for Worker's Compensation audits, assists in the 401K audit, and provides information for other audits required by the Internal Audit department.
- Interfaces with Human Resources and Accounting relative to employee and payroll issues.
- Keeps current with all payroll related compliance matters and updated laws and regulations.
- Critically reviews and analyzes current payroll and tax procedures in order to recommend and implement changes leading to best-practice operations and efficiencies.
- Travels to all entities as needed.
- Other duties as assigned.

Qualifications:

- Graduate of a four-year college with an Accounting or Finance degree, or equivalent work experience required.
- Minimum of 3-5 years of experience in payroll processing and use of payroll software.
- Strong understanding of federal and state tax and payroll laws. Must be knowledgeable in multiple state regulations and tax reporting.
- Proficient in Microsoft Office, especially Excel, Outlook and Word.
- Ability to maintain high level of confidentiality with sensitive information.
- Detail orientated and able to handle multiple tasks and projects simultaneously.
- Strong interpersonal, organizational, communications (oral & written), analytical, problem solving, and project management skills.
- Ability to work and communicate effectively with all levels of the company, including senior management and staff.
- Must be very self-motivated, working independently to complete tasks under minimum supervision.