



Payroll Specialist

General Shale, the nation's leading masonry materials manufacturer is seeking a **Payroll Specialist** for our corporate headquarters in Johnson City, TN. The Payroll Specialist will be responsible for a variety of payroll-related functions for our North American companies, including:

- Processing various multi-state/province payrolls timely, efficiently, and accurately
- Demonstrating familiarity with, and correctly adhering to tax laws
- Monitoring and assisting with wage attachment/garnishment order specifications
- Maintaining a variety of payroll and employee records
- Responding to employee inquiries regarding payroll issues or HR concerns
- Analyzing and preparing various reports
- Maintaining a high level of confidentiality

Preferred Skills and Experience:

- Associate's or Bachelor's degree in Accounting or related curriculum
- 5 years multi-state/province payroll processing experience
- Experience with UKG (formerly known as Ultimate Software and Kronos)
- Proficiency with Microsoft Office (particularly with MS Word, Excel, PowerPoint and Outlook)
- Strong analytical skills and organizational skills with meticulous attention to detail
- Ability to multi-task in a fast-paced, deadline-driven environment
- Highly autonomous and self-motivated individual, with sound judgement and strong initiative

To express interest, please send resume to Diana Duquette at diana.duquette@generalshale.com.

EOE