



# Star Cutter Company Job Description



**Job Title:** Corporate Payroll Administrator

**Location:** Farmington Hills, MI

**Reports to:** Directly report to the Corporate Controller and an indirect report to the Human Resources Manager.

## **General Summary**

The Corporate Payroll Administrator is responsible for the processing of payroll, as well as the administration of the company's HRIS system (ADP), 401(k) Plan, and employee benefits.

## **Primary Role & Responsibilities:**

- **Process bi-weekly ADP Payroll for over 500 employees.**
- Ensure Payroll is processed timely and accurately.
- Complete and process all employment requests, unemployment claims, and other pertinent payroll-related requests.
- Ensure "end of the year/W-2 reporting" is timely and accurate.
- Work with the multiple manufacturing sites and ADP to streamline processes.
- Serve as the Company's 401(k) Administrator.
- Participate and prepare for internal and external audits-Payroll, 401(k), and DOL.
- Work as a team player in an active, fast-paced environment.

## **Knowledge and Skills:**

- **ADP Payroll processing expertise.**
- **Excel expertise.**
- "Fanatic Attention to Detail".
- Document merging.
- ERP Knowledge.
- Strong organizational and time management skills.
- Transparency between the Finance and Human Resources departments is a must.
- Self-motivated and self-managed with a high degree of honesty and integrity.
- Ability to influence cross-functional teams.
- Proficient in all Microsoft Office applications.
- Must have solid written and verbal communication skills.

## **Education Requirements:**

- Degree in Human Resources or Accounting required.
- SHRM Certification and/or ADP Payroll Certification a plus.

## **Experience Requirements:**

- Two years minimum of payroll experience.
- Five years preferred of Payroll Administration experience in a manufacturing environment.

- **ADP Payroll Past Experience and Knowledge a Must!**

Please submit resume to:  
Star Cutter Company  
Human Resource Department  
756 Aulerich Road  
East Tawas, MI 48730  
[recruiting@starcutter.com](mailto:recruiting@starcutter.com)