



PAYROLL ADMINISTRATOR/HR SUPPORT

PADI, the world leader in Scuba Diver Training, is searching for full-time PAYROLL ADMINISTRATOR/HR SUPPORT at our corporate headquarters in Rancho Santa Margarita.

PADI offers its employees a unique culture centered around an active lifestyle, fun and hardworking colleagues, interesting work, competitive salary and outstanding benefits that include low cost excellent health benefits, the option to work a 9/80 flex schedule, generous time off, scuba diving training and a lot of great employee activities throughout the year. We are an exceptional company seeking exceptional people to join our team!

PADI is an Equal Opportunity Employer and our employees voted the company to be one of the Top Workplaces in Orange County in 2008, 2009, 2010, 2011, 2012, 2013, 2014 and 2015.

WHAT THE PAYROLL ADMINISTRATOR/HR SUPPORT DOES

The Payroll Administrator will process and maintain payroll records for all companies as required by records retention standards. They will also be responsible to prepare and maintain all required reports, audit and adjust hourly/non-exempt employee timesheets, interpret company policies as they relate to payroll and stay current on government regulations affecting payroll procedures and provide support to the Human Resources staff as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Payroll

- Maintain bi-weekly payroll files
- Process and maintain required court orders, such as wage garnishments and child support orders
- Calculate manual checks as needed
- Make payroll entries while ensuring accuracy of data. Items include but not limited to:
 - Payroll deductions
 - Employee Commissions
 - IE/EFR Training Programs payments
 - Auto Expenses
 - Business expense reimbursements
 - FastTrack, Toll Road Reimbursements

Time Clock

- Maintain time-clock data, enter adjustments, corrections, additions and deletions and maintain records
- Notify staff to submit timesheets each pay period.
- Review timesheets for accuracy and compliance; make any last minute adjustments
- Import hourly/non-exempt time clock hours to Payroll system

Payroll Reports

- Prepare 401K reports each pay period. Ensure reports and money are sent within required time (0-3 days) to the plan administrator
- Prepare FSA (Flexible Spending Account) reports each pay period. Ensure reports and money are sent within the required time (3-5 days) to the plan administrator
- Prepare HSA reports each pay period. Submit payroll allocation for HSA (Health Care Spending Account) via Mellon Bank, electronically; wire funds to Mellon Bank
- Prepare payroll back-up reports for IE/EFR programs, auto expenses, toll roads, reimbursements, commissions & manual checks
- Prepare and distribute monthly vacation liability reports to managers
- Prepare payroll related reports as requested by management, such as salary, overtime, commission history, vacation/sick accrual etc.

- Accurately complete employment verification requests. Includes, Salary, commission, bonus, hire data title verification etc.
- Prepare quarterly Workers Compensation wage reports and annually for audit and work with auditor
- Prepare annual audit reports of retirement program details (401K) and work with auditor

Health and Wellness

- Offer support to HR Generalist and HR Manager with Health & Wellness initiatives.
- Facilitate procurement of services and enrollment of employees in wellness activities arranged by PADI (i.e. fitness classes)

Events

- Offer support in the facilitation of employee events sponsored or managed by HR

Benefits

- Facilitate the employee discount program in support of the HR Manager.

EDUCATION AND/OR EXPERIENCE

- High school diploma or general education degree (GED).
- Certified Payroll Professional (CPP) preferred
- 2-3 years full-cycle payroll processing experience
- Ulitpro payroll experience preferred
- Understanding of Fair Labor Standards Act (FLSA) helpful
- Calculator and 10-key.
- Intermediate computer skills
- Strong Excel skills a plus
- Strong problem solving skills
- Excellent interpersonal skills and internal customer service
- Strong time management
- Confidentiality required

This position is located at PADI's Rancho Santa Margarita location and relocation is not available.

If this position sounds interesting to you and you meet these requirements described above we'd like to get to know you!

Please e-mail your resume & salary requirements to jobs@padi.com, or fax your resume & salary requirements to 949-267-1263. To learn more about our company visit us at www.padi.com.