

Wilson-McShane Corporation
Fund Administrators
Entry Level Junior Payroll Auditor
Kansas City, KS

Essential Duties and Responsibilities include the following:

- Prepare and organize all employer payroll audit files.
- Perform audit preparation for Payroll Audit Department.
- Contact employers and schedule compliance audits.
- Perform no contribution and desk compliance audits for multiemployer funds.
- Create invoices for audit discrepancies.
- Update proprietary computer mainframe and SharePoint trackers.
- Interact with Payroll Audit team, Wilson-McShane Management team, Employers and participants.
- Other duties and projects as assigned.

To perform the job successfully, an individual should demonstrate the following competencies:

- Professionalism- Approaches others in a tactful manner; Reacts well under pressure; Accepts responsibilities for own actions; Follows through on commitments; Team Player.
- Analytical- Synthesizes complex information; Collects and researches data.
- Customer Service- Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.
- Quality- Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Takes pride in his/her own work; Organized.
- Quantity- Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Dependability- Follows instructions, responds to management direction; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Attendance/Punctuality- Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Adaptability- Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Ability to prioritize duties.
- Communication- Speaks clearly; Listens and gets clarification; Responds well to questions; writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.
- Ethics- Treats people with respect; Keeps commitments; Works with integrity and ethically; Upholds organizational values.

To perform the job successfully, an individual should have the following qualifications:

- Education and/or Experience: Bachelor's degree preferred.

- Computer Skills: Proficiency with all aspects of Microsoft Office. Quick learner of other computer applications.
- Willingness to travel.