

# PAYROLL ADMINISTRATOR

A payroll administrator works in a support role to for the payment of wages to personnel.

## WHAT RESPONSIBILITIES WILL I HAVE?

- Calculate time sheets/records
- Assess deductions and additions to salary entitlements.
- Prepare banking requirements for the timely payment of wages and superannuation
- Interpret and analyze industrial awards and salary information and remain aware of changes to benefit entitlements
- Maintain internal wages and superannuation records
- Prepare forecasts and budgets for salaries and wages for management reporting
- Ensure all payroll transactions are processed timely
- Review paperwork and import files received from human resources
- Prepare submissions for 401K contributions
- Reconcile medical, dependent care and transit reimbursement accounts with third party administrators monthly
- Provide all information and materials requested for all payroll related audits
- Oversee and prepare payroll records for tax purposes



## WHAT EDUCATION & TRAINING IS REQUIRED?

Associate's or Bachelor's degree in accounting or business/agricultural business

## THE FOLLOWING HIGH SCHOOL COURSES ARE RECOMMENDED...

Agricultural education, personal finance, business and computer courses, mathematics

## TYPICAL EMPLOYERS

Medium to large-scale agricultural companies

## FUTURE JOB MARKET/OUTLOOK



## SUGGESTED PROFESSIONAL ORGANIZATIONS & ASSOCIATIONS

- National Ag Retailers Association
- National Association of Equipment Dealers
- Regional equipment dealer associations

## AVERAGE ANNUAL FULL-TIME SALARY

\$43,000