



Shelter Products has an immediate opening for an experienced Payroll Specialist.

The Payroll Specialist is responsible for payroll functions and systems, working closely with Finance and Human Resources to ensure regulatory compliance in all payroll functions and alignment with Company policies. In addition to payroll responsibilities, the Specialist will be responsible for the accounts payable function, supporting the company in optimizing our financial transactions and systems.

Successful candidates:

Education: High school diploma or equivalent. Bachelor's degree in Finance or Accounting or a related field is a plus. Formal payroll certificate or relevant payroll training.

Experience: Five plus years of payroll experience with knowledge of multi-state payrolls. Knowledge and understanding of payroll systems. Prior accounts payable experience is a plus.

Skills:

- Strong mathematical skills
- Understands proper taxation and deduction for compliance with federal, state, and local jurisdictions and payroll regulations
- Self-motivated, working under minimal supervision
- Proficient in Windows, Microsoft 365 (Excel, Word, Outlook)
- Must be able to apply complex compensation, benefit, and record-keeping criteria in the processing of payroll
- Must be able to analyze and interpret data for accuracy
- Detail-orientated, strong organizational skills, and the ability to work on multiple tasks simultaneously are required
- Strong, effective communication skills

What we offer:

- Competitive salary
- Health insurance
- Health savings account
- Dental insurance
- Vision insurance
- Paid time off

- Discretionary Bonus
- 401(k) Plan with Company stock option
- Life insurance
- Flexible spending account

Please submit a resume to [thooper@shelter-products.com](mailto:thooper@shelter-products.com) .