



General Description: Prepare and manage the weekly processing of office, mechanic and driver payrolls; file monthly, quarterly; annual withholding tax returns

Essential Duties and Responsibilities:

- Oversee and perform assigned aspects of the payroll process for drivers, office and mechanics. Ensure
- Perform analysis related to weekly driver minimums to ensure adequate time for review and approval
- Setup and maintain all pertinent payroll; employee master information in the AS400
- Monitor personnel review dates on an ongoing basis and notify department heads on a monthly basis of
- Manage health insurance enrollment process and any subsequent employee election changes
- Track all PTO usage and accruals by each employee on a weekly basis
- Distribute weekly 401(k) contribution report on a weekly basis
- File and initiate payment for weekly, monthly, quarterly; annual withholding taxes; returns
- Prepare and file annual W-2 statements
- Assist and monitor facility access
- Other duties as assigned

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

- Planning/Organizing - Prioritizes and plans work activities to use time efficiently in order to meet
- Professionalism - Treats others with respect and consideration regardless of their status or position;
- Quality – Performs job tasks with accuracy and thoroughness while monitoring own work to ensure
- Quantity – Completes work in a timely manner while seeking ways to increase productivity
- Adaptability – Adapts to changes in the work environment; able to deal with frequent changes, delays,
- Attendance/Punctuality – Arrives to work consistently on time and minimizes schedule deviations for

- Dependability – Follows instructions, responds to management direction and completes tasks on time or
- Initiative – Seeks and takes advantage of opportunities; requests and offers assistance when necessary
- Innovation – Meets challenges with resourcefulness; possesses ability to develop innovative approaches

Work Environment

Professional atmosphere in an office environment. Scheduled work hours of 8:00AM- 5:00PM, Monday through Friday.

Benefits

Baylor Trucking is proud to offer Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, Paid Holidays, PTO and 401(k) with company match.