



APPENDIX A

Source Interlink Career Opportunity Form

POSTING DATE: 2/12/10

POSITION: Sr. Payroll Specialist

DEPARTMENT: Payroll

LOCATION: Bonita Springs, FL

REPORTS TO: Manager, Payroll

FUNCTIONS:

- Responsible for processing large volume, multi-state payrolls utilizing ADP EV4 and eTime
- Accountable for accurate and timely processing of all payroll cycles, entering of pay data, reconciling to audit reports, processing court order withholdings, and maintaining payroll files
- Act as system administrator for ADP eTime Time and Labor Management System
- Responsible for eTime software maintenance, scheduling, data error processing, troubleshooting, server updates and training of users
- Develop ad hoc reports as needed using Reportsmith
- Handles special projects as assigned

REQUIRED QUALIFICATIONS:

- College degree or equivalent related work experience.
- Minimum of 5 years payroll processing experience with ADP Enterprise system
- ADP E-time system administration skills required
- Familiar with basic accounting concepts
- Proficient in running and writing Reportsmith reports
- Must be skilled in using MS Excel to batch and import data into the system
- Excellent organizational skills
- Ability to meet deadlines in a face paced environment
- Ability to multi task and manage through change
- Accuracy and strong attention to detail
- Able to work and contribute in a team environment
- The ability to sit for prolonged period of time and view computer screen
- Microsoft office suite including Excel, Word, Power Point, Outlook
- ADP Enterprise system
- ADP Etime Time and Labor Management
- Reportsmith report writer

HOW TO APPLY FOR THIS POSITION:

Email resume, letter of interest and salary information to: jobs@sourceinterlink.com