

## JOB POSTING

Job Opening Date: November 6, 2018

Job Closing Date: When position is filled

Job Title: Payroll Assistant

Department: Nautilus Management Services

Job Location: Long Beach, Calif.

Contact: Janelle Strohmeyer

### **RESPONSIBILITIES:**

- Processes semi-monthly payroll for seasonal Metro Shore employees
  - Enters payroll data/ uploads hours from TPA to payroll system
  - Addresses discrepancies
  - Enters new hire information into systems
  - Completes 321 forms
  - Updates personnel information
  - Ensures accuracy of data/ quality control
- Updates sick hour balances
- Communicates with cruise terminal managers
- Conducts verification of employment
- Handles filings
- Assists payroll manager
- Covers front desk when needed

### **Education and/or Work Experience:**

- Equivalent of a High School diploma and 2+ years related experience.
- Working knowledge of Microsoft Office and other computer systems.
- Human resources and/or payroll experience desirable.

**Please apply ONLY if you have payroll experience.**