



The Western Sugar Cooperative
(Grower Owned)

Payroll Coordinator
Denver, Corporate Office

The Western Sugar Cooperative is the fifth largest sugar refining/manufacturing company with over \$400M in annual sales and offers longevity with a stable history and is experiencing strong growth. We distribute beet sugar, “Nature’s Sweetener” to both industrial and consumer customers under the GW brand and private labels to major regional grocery and retail stores. Headquartered in Denver, CO, Western has operations in CO, WY, NE & MT. We offer a generous and complete benefits package for you and eligible dependents, including 401(k) with match. Please visit our website, www.westernsugar.com to learn more about our company.

Summary Description

Responsible for the efficient functioning and accuracy of the payroll department. This includes executive and salary payroll and liaison with the field for hourly payroll, while maintaining strict confidentiality.

Accountabilities

- 1) Process payroll on a bi-weekly basis.
- 2) Processing new hires, terminations, and status changes.
- 3) Coordinates tax changes, deductions, and direct deposits.
- 4) Computes and processes time sheet data, retroactive adjustments and special pays.
- 5) Maintains vacation and sick leave for Salary and Corporate staff.
- 6) Responsible for tax reconciliations with outsourced tax preparer.
- 7) Generates manual checks.
- 8) Downloads and remits 401K data and contributions.
- 9) Processes garnishments which include child support and income tax payments.
- 10) Reconcile labor input and ADP Pay eXpert pay data.

Responsibilities

Assist in monthly reconciliations of payroll-related accounts.
Assist in daily account receivable cash application
Assist in accounts payable invoice input into SAP system.
Assist in preparation period-end management reports.
Prepare schedules for the year-end financial statement audit and 401k plan audit for as required.
Researches and produces special reports.
Prepares monthly Headcount report.
Prepare monthly fringe report
Prepare monthly Workman’s Compensation report.
Compiles reports on base and premium pay.
Process bank ACH and wire transactions in a timely manner.
Perform other projects as requested.

Qualifications

Requires four to six years of experience in a payroll related accounting department, with at least four years of training in payroll procedures. Reliability in checking own work to ensure accuracy.

Working knowledge of Fair Labor Standards Act. Strong written and verbal communications skills a must. Excellent interpersonal skills with peers and senior management. Candidate must be proficient in using Excel spreadsheets, and have proficiency with ADP Pay eXpert processing Certified Payroll Professional or candidate preferred.

Additional Requirements:

Flexible to work overtime, weekends and travel on occasion.

Local candidates preferred

Respond to: Carinne Wickman – Corporate Human Resources, Western Sugar Cooperative, Fax# 303-813-3577 or send cover letter and resume to HR@westernsugar.com.

Western Sugar is an Equal Opportunity Employer