

Sun Tran...driven to go the extra mile!



PAYROLL TECHNICIAN

OPENING DATE: JANUARY 10, 2024
CLOSING DATE: Open Until Filled
SALARY: \$21.30/hr-\$26.62/hr

QUALIFICATIONS:

Applicants must have at least one to three years of applicable experience related to job duties. Must possess working knowledge of ADP, Microsoft Office, Word, Excel and demonstrated customer skills. Must have experience with year-end payroll close and processing of W-2's.

MAJOR FUNCTIONS:

The payroll technician ensures the accuracy of payroll hours, including time clock edits and wages to process a weekly payroll through the use of ADP payroll service for more than 500 employees. This also includes general accounting duties as well as interaction with vendors and employees.

BENEFITS:

Benefits include healthcare coverage for employee and dependents, vacation, sick leave, paid holidays and a generous retirement plan.

TO APPLY:

Apply at 3910 N. Sun Tran Blvd., or download an application from our website at www.suntran.com and fax it to (520) 293-3348 or e-mail to suntranhr@tucsonaz.gov.

If selected for any of the positions, the company requires a background investigation and a pre-employment drug screen. We are an Equal Opportunity/Reasonable Accommodation Employer.

