



PAYROLL TECHNICIAN

Opening Date:	September 23, 2026
Closing Date:	Open until filled
Salary:	\$21.30/hr-\$26.62/hr

Sun Tran is seeking a detail-oriented Payroll Technician to join our payroll team. This Sun Tran position will be based at Sun Van and provide dedicated payroll support to Sun Van operations. The Payroll Technician helps process accurate, timely weekly payroll for more than 200 Sun Van employees by reviewing time records and wages, resolving discrepancies, and assisting employees with payroll questions. The ideal candidate is organized, handles confidential information carefully, and works accurately under payroll deadlines.

QUALIFICATIONS:

One to three years of related experience. Working knowledge of ADP, Microsoft Word, and Excel; strong customer service skills; and experience with year-end payroll close and W-2 processing are required.

MAJOR FUNCTIONS:

- Review employee hours, wages, and time clock entries for accuracy.
- Make time clock corrections and resolve payroll discrepancies.
- Help process weekly payroll for more than 200 employees using ADP.
- Respond to payroll questions from employees and coordinate with vendors.
- Assist with general accounting duties, year-end payroll close, and W-2 processing.

BENEFITS:

Benefits include health care coverage for employees and dependents, vacation, sick leave, paid holidays and a 401K retirement plan.

TO APPLY:

Applications are accepted through our Career Center in ADP. Please visit www.suntran.com, click *Jobs*, and follow the instructions to apply online. Our Administrative offices are located at 3910 N. Sun Tran Blvd.

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.