



BROETJE ORCHARDS LLC

1111 Fishhook Park Rd. * Prescott, WA 99348
Phone: 509-749-2217 Fax: 509-749-2354

JOB DESCRIPTION – PAYROLL MANAGER

The Payroll Manager is responsible for the major functions of the company's payroll needs. This position ensures the accuracy and timeliness of payroll as well as the strict adherence to federal, state and local regulations. As this position also interacts with all facets of the company, customer service plays an important role, serving our employees to the best of the company's ability.

Broetje Orchards seeks to pursue a socially responsible business agenda, promoting social, economic and spiritual development opportunities for all of our employees and families in the surrounding communities. Our mission to be *"a quality fruit company committed to 'bearing fruit that will last'"* (Jn 15:16 NIV) is grounded in a "servant leadership" management style. This position reports to the HR Director.

Overarching responsibilities include:

- 1) Accountability: model and promote Broetje Orchards' mission, vision, and core values of love, community, respect, compassion and purpose.
- 2) Coordination: work as a team member to ensure service to employees and fair and clear payroll processes are maintained.
- 3) Trust: establish and maintain the confidentiality required in dealing with payroll-related issues while also ensuring that that service is done with compassion consistent with the company's core values.
- 4) Leadership: Demonstrate initiative and provide appropriate advice and recommendations as appropriate to ensure the continued improvement of the company in meeting its business as mission goals.
- 5) Responsibility: ensure that employees and managers alike are adhering to policies and procedures.

Specific Duties include:

- Payroll services - steward and perform all payroll processing needs for all Broetje Orchard operations (and affiliated organizations as deemed appropriate). Includes:
 - time card and salary verification,
 - Data input and submission/printing.
 - Singlepoint/Banking – ACH transfers, stop payments, approval of batches and importing new DD accounts

- New Hires – ensure timely and accurate submission of new hire information and their entry into the Famous system for processing.
- Employee Record Maintenance – ensure accurate, daily updating of employee information including:
 - I-9 information, address changes, DD requests and deductions.
 - Inactivating employees due to ‘quits, terminations, layoffs, etc.
- Unemployment – responsibilities include:
 - Maintaining adequate tracking and filing of our unemployment data with our 3rd party administrator.
 - Maintaining communications and coordination with the 3rd party administrator to ensure adequate accountability and service to the company
- Employee Requests: ensure timely follow-through on employee request affecting their payroll-related issues including: Copies of W-2’s, unclaimed checks, and other check-related problems
- Reporting – provide reports as needed to communicate payroll activity and analysis.
- Staff Supervision – supervise full- and part-time staff as needed and ensure their successful performance in serving the Department.

* The specific job responsibilities and duties may shift and change over time depending on circumstances. The employee will need to be aware and supportive of this evolving process.

Qualifications:

- Degree in Accounting of related field required and/or commiserate experience as a full-charge bookkeeper
- 5+ years’ experience in human resources, payroll or accounting for a large employer
- Excellent mathematics and communications skills
- Experience with payroll system software
- Ability to maintain privacy and confidentiality

To apply, please send resume, cover letter and 2 professional references to Lucy Cartagena at lucyc@firstfruits.com. Open until filled.