

Company Name: Dufrane Nuclear Shielding Inc

Company Address: 150 Price Rd, Winsted, CT 06098

Company Website: <http://dufrane.com/>

Telephone: (860) 379-2319

Job title: Payroll Administrator (1)

Email: [Jeffpichai@engineer.com](mailto:Jeffpichai@engineer.com)

Application method: Email

Job Type: Part-Time

Required Education: Undergraduate, Freshman, Senior, Graduate Students, Part-Time Program

#### About Us:

We're dedicated to expanding career opportunities for the skilled professionals who power our business. Our success is driven by the talented, motivated people who join our team across a range of positions -from recruiting sales and delivery to corporate roles. As part of our team, employees have the opportunity for long term career success, where hard work is the reward. This position is responsible for developing and communicating value-based information to prospective students, families, and student influencers. This will be accomplished by developing pipeline relationships with regional high schools and community colleges within the region.

#### Job Description:

We are looking for an entry-level Payroll Administrator. The ideal candidate will be detail-oriented, flexible, quick, and maintain the highest standard of confidentiality. They will learn the payroll process from our Subject Matter Experts. This role will be reviewing timesheets and analyzing them for errors, performing data entry, filing, and helping with year-end reporting. This is an excellent opportunity to gain further knowledge and join a fun and talented team!

#### What Will You Be Doing?

- Assist in the timely processing of staff payroll by labour regulations.
- Follow approved procedures for the timely collection, calculation, and data entry of payment information.
- Perform routine audits and researches payroll entries.
- Respond to inquiries related to payroll, deductions, and other pay-related issues.
- Responsible for daily pickup and distribution of payroll mail; scans and files payroll correspondence, adhering to department naming conventions.
- Prepare and submit ACH and wire requests for approval and subsequent processing.
- Assist in preparing quarterly reporting for multiple worksites, including BLS and other survey reports.
- Actively maintain the confidentiality of payroll information.

#### Qualifications, Skills, Knowledge, & Expertise Needed to do the Job:

- 6+ months of experience working in a payroll environment highly desired.

- Intermediate proficiency in Microsoft Office applications, especially Word and Excel, with the ability to read and design spreadsheets.
- High school diploma or GED required.

Nice To Have's:

- Associate's Degree.
- Familiarity with HRIS software systems.

What's in it for you?

- Full benefits (medical/dental/vision & more) on the 1st of the month after hire (Maternity leave, paternity leave, gym reimbursement, adoption assistance, and much more!)
- Discretionary time off (DTO instead of PTO) - the perfect way to prevent burnout and improve productivity!

Pay is \$450 weekly, working hour is 20-29 hours weekly

#### APPLICATION PROCEDURES:

The position is available until filled. By submitting interest in this job, qualified individuals should submit a resume via email to: [Jeffpichai@engineer.com](mailto:Jeffpichai@engineer.com)

Thank you  
Jeff Pichai  
HR. Department.