



Payroll Administrator

Are you passionate about numbers, spreadsheets and processing payroll in a fast-paced, comfortable, team-oriented environment? If so read on... because we need you!

Tosh Farms is a rapidly growing, family owned crop and swine production business with over 400+ employees and expansion plans targeting 600+ employees within 5 years. The corporate office in Henry, TN supports our diverse enterprise consisting of trucking, construction, feed mill, grain elevator, crop and livestock business divisions. **Recently upgraded payroll and accounting systems offer an exceptional opportunity for a high energy Payroll Administrator to make a positive stamp on our business.**

This position will work closely with the HR Manager, Accounting Manager (direct report), and peers within the accounting department to process multi-state, bi-weekly payroll for three Tosh companies.

In this role, you should expect to:

- Accurately complete full-cycle payroll on a bi-weekly basis, with additional batches each quarter for company bonuses and commissions.
- Setup garnishments and other payroll deductions
- Ensure compliance with all local, state and federal regulations
- Quickly learn and use a top-shelf payroll system
- Post monthly payroll journal entries and develop payroll reports
- Assist with audits and benefits administration

What you'll need to succeed in this role:

- 5 years automated payroll experience with 100+ ee's, including:
 - Payroll account reconciliation / Knowledge of local, state and federal regulations
- Experience with UltiPro HRIS is a plus
- Excellent MS Excel skills (create spreadsheets / use pivot tables).
- High level interpersonal skills to effectively handle sensitive situations
- Detail oriented with confidentiality as a top priority
- Broad shoulders to learn, adapt and cover for others as needed.

What's in it for you:

- A unique opportunity to join a company which prides itself on "feeding the world".
- Benefits to include: health insurance, short term disability, 401k with match, paid holidays, tuition reimbursement, AND random cook outs at lunch with most excellent food.

If you are motivated by a challenge and will appreciate a sense of accomplishment as we position Tosh Farms for the future, then please email your resume to: applications@toshfarms.net

Tosh Farms does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, gender, sexual orientation, age, or any other characteristic protected by law.