

We are committed to providing a stable, growth-oriented and inspiring work environment that offers opportunities for professional, personal and financial growth. If you are interested in joining a growing team, where **YOU** are our most valuable asset, then MAC is the place for you.

### **Compliance & Payroll Administrator:**

The Compliance & Payroll Administrator performs onboarding and related duties in a professional and confidential manner. The job entails providing support in a wide variety of areas including but not limited to all tasks relating to employee onboarding, payroll, performance management, administration of a compliant Drug & Alcohol Program, and Pilot Records Improvement Act (PRIA) of 1996. The Compliance and Payroll Administrator performs a wide variety of both complex and routine administrative services.

The successful individual will possess a positive attitude, un-questionable integrity, excellent customer service and be detail oriented. In addition, be able to demonstrate ability to learn new material and software packages quickly as well as a strong commitment to process driven outcomes and the ability to work with sensitive, confidential information. This position reports to the HR Manager.

### **RESPONSIBILITIES/DUTIES:**

- Onboarding:
  - Conduct pre-boarding, onboarding and new hire orientation process
  - Accomplish all employee onboarding to include, background checks, badging, PRIA and Drug testing if applicable
  - Communicate with new hires for timely and accurate onboarding paperwork completion.
  - Communicate with internal departments on new hire status.
  
- Payroll:
  - Reconciling payroll prior to transmission and validate confirmed reports.
  - Maintain payroll related employee records in HRIS system.
  - Compile and process bi-weekly & monthly payroll runs.
  - Serve as the primary contact for employee payroll questions.
  - Manage workflow to ensure all payroll transactions are processed accurately and timely.
  
- Compliance:
  - Administer and manage a compliant Drug & Alcohol program
  - Facilitate and direct pre-employment, random, post-accident, and reasonable suspicion drug screens as applicable
  - Partner with the Chief Pilot in the administration of the PRIA program
  - Serve as the primary DOT Designated Employer Representative (DER)
  - Maintains/Audits employee records and files
  - Assist in maintaining compliance with federal, state and local regulations concerning employment laws.
  
- Other:
  - Supports other projects and objectives as required.

### **QUALIFICATIONS**

- Bachelor's Degree Preferred
- HRCI or SHRM certificate preferred.
- Five years of professional experience in HR, payroll, or related field
- Proficient in Microsoft Office applications (Outlook, Excel, PowerPoint, Word) with intermediate to advanced Excel skills.
- Familiarity with HR databases, Applicant Tracking Systems (ATS) and Candidate Management Systems (CMS)
- Hands-on experience with Human Resource Information Systems (HRIS) or Human Resource Management Systems (HRMS)
- Previous payroll experience required.
- Ability to work under pressure in a fast-paced, highly regulated, time-sensitive environment with shifting priorities and multiple deadlines while staying organized and calm.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills
- Excellent people and customer service skills
- Strong decision-making skills
- Strong attention to detail
- Must possess the ability to make recommendations to effectively resolve problems or concerns, by using good judgment that is consistent with standards, practices, policies, procedures, regulation or government law.
- Ability to organize and prioritize work with a high sense of urgency.
- This position requires an extremely perceptive person, who is capable of relating to and working collaboratively and collegially with employees at all levels. As unique situations present themselves, the incumbent must be sensitive to organizational needs, employee goodwill, and the public image.
- Excellent oral and written communication skills with the ability to present professionally to employees and business leaders at all levels of the organization and regulatory bodies.

**SPECIAL POSITION REQUIREMENTS:**

- Ability to occasionally work after hours, weekends or holidays when work demand dictates

**SUPERVISORY RESPONSIBILITY:**

N/A

**TRAINING REQUIREMENTS:**

N/A

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

Work typically performed in an office environment utilizing computer and phone.

Ability to lift up to 40 lbs.

Mountain Air Cargo, Inc. is an Equal Opportunity Employer. We offer a comprehensive benefits package.