

# Daanzho Restaurant and Hotel

## Job Description

Job Title:	Payroll Accountant
Classification:	Full Time, Starting at \$20.00 per hour
Reports to:	General Manager

### General Description:

The Payroll Accountant coordinates the implementation and administers all Payroll activities by Daanzho Restaurant and Hotel. This position also performs tasks to support the Accounting Department. The Payroll Accountant reports directly to the General Manager.

### Responsibilities/Activities:

- Coordinating the flow of necessary information and paperwork with the payroll department
- Data Entry in regard to change to direct deposit and W-2's
- Deactivates employees in timekeeping system after benefits deactivation
- Learn all aspects of basic benefits backups
- Maintain benefits personnel files
- Responds to employee inquiries regarding benefits information and troubleshoots in an attempt to resolve employee benefits concerns
- Processes enrollment and tracks enrollment of new hires and rehires
- Administers various employee benefit program, such as life, medical, vision and dental; 401(K) with Daanzho Restaurant and Hotel
- Maintaining information concerning garnishments and other payroll related benefit checks
- Submit W2G payments
- Prepare W2G annual report
- Prepare 1099 annual report
- Log all tip and employee charges and submits for payroll processing
- Process and maintain all payroll records, time cards and payroll processing
- ***Must maintain a high level of skill in handling sensitive and confidential information regarding Daanzho Restaurant and Hotel.***

### Job Requirements:

Must possess a high school diploma or equivalent, must have a minimum of one year business, accounting or comparable experience. Must have effective oral and written communication skills. Must be able to work in a fast-paced atmosphere and a growing work environment which promotes change. Must be able to multi-task and must be able to deal with personnel issues on a daily basis. Must have computer experience.

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