



**Job Title: Payroll Specialist**

**Location: Salt Lake City, Utah**

AgReserves, Inc. (ARI) is a multi-national, multi-corporate company that operates investment farms and ranches throughout the world. ARI currently has an opening for a Payroll Specialist at their headquarters location in Salt Lake City, Utah.

**Overview:**

The Payroll Specialist reports directly to the Senior Payroll Manager and performs all functions relative to the timely/accurate processing of payroll for 19 domestic operations located in 16 states, and one operation in Canada. He or She will also be responsible for verifications of income and employment and backs up the Payroll Tax Accountant in preparing/paying payroll tax filings and related obligations.

**Essential Job Functions:**

- Import time records and prepare batches for employees paid at Headquarters operation
- Process Weekly, Bi-weekly, and Off-cycle payrolls for multi-state domestic and Canadian operations
- Balance payroll reports in preparation for payroll tax payment
- Maintain tax spreadsheets and provides backup for preparation of tax reports and payment requests
- Receive requests for verifications of income and employment
- Complete VOI/VOE requests in a timely and accurate manner
- Other special projects and duties as assigned

**Skills and Other Qualifications Required:**

- Bachelor's Degree in Business or Accounting, or equivalent combination of education and work experience
- 3+ years' payroll processing experience
- Certified Payroll Professional (CPP) preferred
- Strong proficiency in MS Office applications
- Great attention to detail
- Strong oral, written and presentation skills
- Demonstrated ability to maintain confidentiality
- Experience with Lawson/Infor products, MasterTax, and/or BSI Tax Factory software programs is preferred
- Ability to lift 35 pounds

**Benefits:**

Excellent benefit package includes: medical, dental, retirement plans (401k and other retirement plan), flex-spending, tuition assistance, paid vacation and sick time, paid parental leave and other miscellaneous benefits.

AgReserves, Inc. is an equal opportunity employer.

To apply: Send resume to [careers.ari@ari-slc.com](mailto:careers.ari@ari-slc.com) with "Payroll Specialist" in the subject line.

NOTE: The specific statements shown in each section of this job announcement are not intended to be all-inclusive, but represent typical elements and criteria considered necessary to successfully perform the job.