**Payroll Accountant**

Cardinal of Minnesota, Ltd. is seeking a self-driven, disciplined, full-time **Payroll Accountant** to complement our team! In keeping with our mission to providing a safe, happy, healthy living environment for our clients, Cardinal provides residential and support services for individuals with intellectual and developmental disabilities. Cardinal has been recognized as one of the Top 150 Workplaces in Minnesota by the Star Tribune in 2016, 2017, 2018, and 2019, achieving 7th place in 2017.

We are looking for a dedicated, detail oriented individual to assist with the following payroll functions:

* Calculation of employee paychecks by processing and editing timecards
* Process employment verification, new hires, third party sick time, etc.
* Review, evaluate, and assess the accuracy of all payroll calculations, including all payroll deductions related to employee benefits (i.e., insurance, 401(k), etc.) and garnishments
* Apply payroll principles
* Maintain current excel worksheets and update graphs
* Respond to employee questions regarding their pay
* Work closely with Accountants and Human Resources
* Generate accurate payroll reports

**Compliments of the Nest.**

We’re all about providing the perks and benefits to make work fulfilling, life easier, and both of them a lot more balanced. Here’s a snapshot:

* Paid Vacation and Sick time
* Holiday pay
* Company-matched 401(k) up to 8%
* Medical, dental, and company paid short term disability and life insurance
* Wellness Reimbursement program
* Company outings and events
* Snacks and refreshments aplenty
* Robust employee assistance program
* Onsite fitness room complete with stocked private shower suites and a heated massage chair

**Qualifications**

* Two years of experience in processing payroll from beginning to end
* Knowledge of payroll law, payroll reporting, and compliance that is relevant to the payroll reporting process
* Alignment with Cardinal’s Culture, Mission, Vision, and Values
* Exceptional knowledge of Microsoft Excel including pivot tables
* Experience with payroll software preferred (e.g. VIBE, ADP, UltiPro)
* Detail oriented with a mathematical aptitude
* Ability to work under pressure and meet set deadlines for entering and processing payroll information
* Demonstrates excellent communication skills and teamwork
* Must be reliable, honest, and possess strong critical thinking and problem-solving skills

**If interested in this exciting opportunity and learning more about Cardinal of Minnesota’s culture-driven workforce, visit our website,** [**www.cardinalfominnesota.com**](http://www.cardinalfominnesota.com)**, and apply today!**

Cardinal of Minnesota is an Equal Opportunity Employer