

Payroll and Tax Administrator

Eagle Group is a diverse group of five privately held companies. Products and services offered by the Eagle Group range from tucking/intermodal to emergency medical transport. The Eagle Group has over 500 employees and has locations throughout the US.

We are seeking a bright, creative, goal oriented, high energy and hardworking individual to join our team. The successful candidate must be able to work in a fast paced environment, be organized and able to multitask.

Duties and Responsibilities:

- Process semi-monthly payrolls
- Calculate and pay all applicable payroll taxes
- Reconcile and administrate employee benefits
- Prepare and remit federal, state, and local tax payments and reports in a timely fashion
- Handle all aspects of garnishments

Requirements:

- Minimum of 2 to 4 years of payroll processing experience for a multi-state employer with multiple locations
- Strong knowledge of state and federal wage and tax laws and overtime requirements
- Proven customer service skills while maintaining a confidential work environment
- Deep understanding of general accounting principals
- Strong time management skills, with the ability to juggle multiple priorities while meeting timelines and preserving a high quality work product
- Strong written and verbal communication skills
- Excellent collaborative team player
- AS400 Accounting Software experience a plus
- Intermediate MS Excel skills. Proficiency with MS Word, PowerPoint and web tools

We offer a comprehensive benefits package for all full time employees which includes: medical, dental, vision, prescription drug coverage; Employer paid life insurance, 401K plan; paid holidays, paid vacation and paid sick leave; fitness reimbursement. Advancement opportunities and career growth.

Being a partially Employee Owned Company represents a unique opportunity for our dedicated employees to receive a new retirement benefit that is driven by the long term success of our company.

All candidates must successfully complete a pre-employment drug screen and background investigation.

Eagle Group is an Equal Opportunity Employer, including protected veterans and people with disabilities