



423 NE Winchester Street, Roseburg, OR 97470
Phone: (541) 673-0195 Fax: (541) 673-0459
www.SunriseEnterprisesInc.com

DETAILS

- **Payroll Administrator - 1252**
- Full-Time
- \$18.00/hr DOE
- Typically 8 am – 4:30 pm Monday-Friday

BENEFITS

- Competitive medical/dental/vision benefits for full-time employees.
- \$10K life insurance at no cost.
- 50% employee discounts at our thrift stores on most items.
- Six paid holidays.
- Discounts for specific fitness centers.

RESPONSIBILITIES

- Manage payroll process for up to 200 employees twice monthly using Paycor payroll software.
- Post job openings, facilitate screening and hiring process, and onboard new hires.
- Maintain personnel records.
- Facilitate and process employee termination documentation.
- Provide excellent service to Sunrise employees by phone, email, and in person.
- Other Payroll, Accounting, and Human Resource duties as assigned.

QUALIFICATIONS

- Two years' office experience.
- One year's experience in payroll.
- Intermediate computer skills and experience with Microsoft Office products, including Excel.
- Ability to type 50+ WPM and enter data with high accuracy.
- Organizational skills to meet deadlines and balance multiple tasks and relationships.
- Excellent verbal and written positive, open, collaborative, and solutions-oriented communication and teamwork skills.
- Valid Oregon driver's license and insurable by Sunrise insurance carrier.
- Pass criminal history check & drug screen, including marijuana.

If you are ready to use your skills, personality, and ambitions to better our community and the lives of the people in our community, join our team by applying for the Payroll Administrator position at www.sunrisehelps.com/careers today.

Sunrise Enterprises is an equal-opportunity employer. We consider applicants for all positions without regard to race/ethnicity, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. If you are an individual with a disability and need a reasonable accommodation in the application or hiring process, please get in touch with Human Resources at 541-673-0195 or email sunrisehr@sunriseenterprisesinc.com