



PAYROLL AND HUMAN RESOURCE ADMINISTRATOR

Gagne & Son has an immediate opportunity for a Payroll & Human Resources Administrator in Belgrade, Maine. Gagne and Son is a family-owned manufacturing and retail business, founded in 1945. We have grown to seven store locations from Holden to Kittery.

Role and Responsibilities

The Payroll and Human Resources Administrator performs a variety of duties including, but not limited to:

Payroll & Timekeeping

- Review and ensure accurate time clock punches and time off requests
- Prepare and process weekly payroll

Recruitment & Hiring

- Post open positions
- Screen qualified applicants
- Prepare offer letters
- Conduct 90-day new hire check-in interviews
- Onboard new employees
- Administer employee benefit plans
- Facilitate new-hire screenings
- Provide required new hire information to the state
- Assist with visa (H-2B) application process, as needed

Compliance & Regulatory Reporting

- Manage filings and communications for Workers' Compensation, Unemployment, Department of Labor, etc.
- Maintain state reporting requirements for CDL drivers
- Run annual driving record reviews for employees operating company vehicles
- Schedule and maintain records for driver recertification



Accounts Payable

- Process overhead AP invoices (confidential)

General Administrative

- Perform other duties as required
- Create reports for payroll expense analysis
- Complete year-end payroll reconciliations (W-2, 1095-C, 1099, and supporting schedules)

Qualifications and Education Requirements

- At least 2 years of Human Resources experience in a business office required.
- Understanding of Federal and State regulations that are relevant to the payroll reporting process.
- Computer literacy, aptitude, and ability to learn specialized computer software systems.
- Ability to maintain confidentiality and general discretion.
- Detail oriented, time management, organization, and prioritization skills.
- Maintains the highest standards of integrity, honesty, and confidentiality

COMPENSATION AND BENEFITS

- Competitive wage, dependent on experience.
- Excellent benefit package, including: employee health insurance (company pays 50% of the premium), dependent health insurance coverage (company pays 50+% of the premium), dental, STD, Life and AD&D insurance available, paid parental leave, paid holidays and PTO, 401(k) retirement program with 4% company match, and: wellness, boot, and tuition reimbursement.
- Job Type: Full-time
- Pay: \$45,000.00 - \$85,000.00 per year



Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Referral program
- Tuition reimbursement

Schedule:

- 8-hour shift
- Monday to Friday

Application Question(s):

- We require Covid vaccination prior to employment. Is this a problem for you?

Experience:

- Payroll: 1 year (Required)
- Human Resources: 2 years (Required)

Work Location: In person.