



Company

Batesville Tool & Die, Inc. is a precision metal stamping company that supplies parts to the automotive, appliance, and global industrial markets.

Job Description

- Accurately process company payroll
- Run reports from payroll software
- Perform and submit audits of payroll and reports
- W2 document inputting
- Work with different benefit vendors
- Assist and back-up other HR positions
- Stay up to date with changes within payroll system, pay laws, etc.

Job Requirements

- Highly self-motivated with the ability to work independently
- Strong organizational skills
- Previous experience with Excel
- Great communication skills
- Ability to audit and ensure accuracy in own work
- Previous payroll experience preferred
- Review and monitor time and attendance

Benefits

- Onsite health clinic available with company health insurance
- Dental
- Company paid life insurance policy
- Paid vacation and personal days
- 401k
- Flexible work schedule

Apply at ww.btdinc.com