



#### *What We Live By.....*

*The McWane Way is a core philosophy outlined by the founder J.R. McWane in 1920. Today It encompasses Teamwork, Excellence, Leadership, Environment, Communication, Accountability, Safety and Trust. All team members at every level are expected to know and work by these principles, values, and behaviors. Most importantly, every team member is expected to be able to answer this question, "What does this mean for me?" This is the all-important question because behavior is the best evidence of a living principle. Join the McWane team on the journey to The McWane Way.*

#### *Who We Are.....*

*McWane Inc. has a newly created division, McWane Plant and Industrial (MPI). This new division, based in Birmingham, AL, combines all Plant and Industrial Products in a single customer-focused package. We offer comprehensive solutions through an experienced team of professionals specifically focused on these two special markets. Our Mission is to be the Plant and Industrial supplier who is "easiest to do business with". We will make it easier to engineer, specify, and order components for plants. We will provide greater support for smoother delivery, cost-effective installation, and start-up. Most importantly, we will build strong relationships with design engineers, contractors, plant operations teams and project owners to assure we are their first-choice supplier for both new construction and future upgrades.*

*At MPI, you will be part of a fast-paced, collaborative, start-up where you can see, firsthand, how your work translates into positive results.*

#### Position

MPI Payroll Clerk

#### Location

Birmingham, AL

#### Directly reports to

MPI Payroll Manager

#### Position Summary

The Payroll Clerk is an integral part of the accounting/finance team. The Payroll Clerk will support the daily operations of the division payroll function as well as aid the accounting team. The Payroll Clerk will handle multiple state payroll to include monthly, semimonthly, and weekly disbursement of payroll, including garnishments, benefits, and taxes for over 300 employees. They will partner with the accounting and human resources, to ensure best-in-class service to our teammates by providing timely and accurate information. The Payroll Clerk will also support accounting by assisting with vendor compliance and cross-training with A/P duties.

#### Essential Duties

- Uses payroll software, inputs payroll data, and prepares payroll checks.
- Processes irregular payments such as bonuses.
- Answers employee questions related to payroll and resolves issues.
- May maintain vacation, personal time records, and manage timekeeping system.
- Helps to ensure payroll practices meet government compliance.
- Performs work under minimal supervision.
- Possesses comprehensive knowledge of subject matter.
- Assist with Concur System
- Maintenance of digital and physical vendor files

- Maintain vendor compliance.

**Qualifications:**

- High School Diploma/GED or equivalent
- 2-6 years' experience
- Mathematical skills
- Oral and written communication skills
- Organizational skills
- Proficient with Microsoft Office (Excel)
- Must be detail oriented

**Preferred Qualifications**

- UKG/UltiPro experience preferred
- Microsoft Office Suite

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

*McWane is a Federal VEVRAA contractor, and an Equal Opportunity Employer committed to providing equal employment opportunity in all employment practices. McWane will not discriminate against any applicant for employment because of their race, color, religion, sex, national origin, age, sexual orientation, disability, veteran or service member status, marital status, citizenship status (In IL - sex, including same sex, ancestry, order of protection status, physical or mental disability, military status, pregnancy, unfavorable discharge status, genetic information), (In IA - gender identity), (In CA - gender identity or expression, and genetic information) or any other category protected by federal, state or local law.*

**LIMITATIONS AND DISCLAIMER**

*The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. McWane Plant & Industrial is an EEO/AA employer M/F/D/V. It is the Company's policy to provide equal opportunity for all qualified persons and to prohibit discrimination on the basis of race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, gender identity, citizenship status, or any other legally protected status. We maintain a drug-free workplace and reserve the right to perform substance abuse testing as needed.*

To apply: MPI Payroll Clerk <https://careers-mcwane.icims.com/jobs/6698/mpi-payroll-clerk/job>