



## **Payroll & Benefits Administrator**

**Wolverine Pipe Line Company** is a transportation service company, headquartered in Portage, Michigan and incorporated in 1952. We have over 85 employees in the three states we operate in – Michigan, Indiana, and Illinois. Wolverine operates 700+ miles of active steel pipeline, connecting Chicago refineries to terminals in Michigan and Northwest Indiana and moving product west to east. We transport over 350,000 barrels or 14.7 million gallons of refined products a day. Wolverine also provides approximately 30% of Michigan's daily refined products supply. We deliver the products that fuel the nation.

Wolverine does not own the product we ship. We are strictly a transport vehicle for our customers, much like UPS or FedEx is for packages. The Federal Government regulates the tariffs Wolverine charges to transport products between origins and destinations.

## **Why Should You Apply?**

- We hire for the long term and we invest in your success.
- We offer an outstanding benefits package that includes medical, dental, vision, paid vacation and holidays and 401k with company matching and additional company contribution after one year of service.
- Excellent compensation.
- Low employee turnover rate.

## **Benefits:**

Wolverine offers a competitive Total Rewards Package that consists of:

- Medical/ Dental/ Vision Insurance
- Life Insurance Plans
- Paid Time Off
- Tuition Assistance
- 401(k)
- Employee Recognition Programs

## **Summary of duties and responsibilities:**

Participates in a team environment providing payroll, benefit, and financial services to the organization. Individual desk responsibilities include activities related to payroll, benefits, insurance, accounting, and internal controls support. May lend support to the Finance Manager on special work projects. Also works closely with Human Resources Manager on payroll and benefits-related matters.

## **Essential duties and responsibilities: (not all inclusive)**

- Process bi-weekly employee payroll for both union and non-union employees, ensuring accuracy within established deadlines; process associated billing and payments
- Resolve payroll discrepancies by collecting and analyzing information with assistance from Human Resources
- Maintain employee confidence and protect payroll operations by keeping information confidential
- Coordinate and process year-end taxable benefits
- Update procedures and prepare special reports for management
- Benefits reconciliation for payment (401k, FSA, etc.)
- Insurance reconciliation for payment (includes medical/dental/vision, group term life, LTD, workers' compensation)
- Assist with internal controls and auditing as requested by the Controls Advisor
- Regular attendance

**Education, prior work experience, and specialized skills and knowledge:**

- Associates degree in Accounting, Business, or related field; Bachelor's degree preferred
- 3+ years of relevant experience; CPP certification a plus
- Requires critical thinking skills, ability to assimilate information, compile and prepare reports often including conclusions and recommendations for solutions and process improvements on various administrative issues
- Math/accounting aptitude
- Knowledge of payroll and labor laws
- Confidentiality and respect for the privacy of employee records
- Accurate data entry skills with high attention to detail
- Ability to work independently in a time-sensitive environment
- Good verbal and written communication skills
- Computer skills including Word, Excel, PowerPoint; Payroll Software

**Physical Environment/working conditions:**

- Normal office environment
- Occasional travel
- Occasional climbing stairs, standing, walking, kneeling, stooping, and bending
- Frequently reaching for and gripping objects.
- Ability to occasionally lift up to 20 lbs.
- Frequent sedentary position
- Frequent telephone use and reading
- Frequent use of office equipment

**Other:** Access to proprietary and confidential information

*It is the policy of Wolverine Pipe Line Company to provide equal employment opportunity in conformance with all applicable laws and regulations to individuals who are qualified to perform job requirements regardless of their race, color, sex, religion, national origin, citizenship status, age, physical or mental disability, veteran or other legally protected status. Preemployment drug testing applies to all selected candidates.*