



## PAYROLL SUPERVISOR – WILLIAMSVILLE, NY

National Fuel is currently seeking a full-time **Payroll Supervisor** for an outstanding career opportunity in our **Payroll Department** located at our corporate office in Williamsville, New York. National Fuel is proud to have an inclusive workplace where diversity is valued, hard work is rewarded and promotion from within is supported. We offer exciting career opportunities for talented and ambitious job seekers and encourage you to apply today.

### PRIMARY RESPONSIBILITIES:

- Supervise 3 staff members in the Payroll department
- Process and completion of 2 hourly payrolls per week, 2 semi-monthly payrolls per month and 1 special allowance payroll per month
- Administration, support, and reporting for corporate payroll system used to pay approximately 1,800 employees
- Working experience with Oracle PeopleSoft HCM and Payroll for North America or experience with similar systems
- Communication with employees, IT personnel, supervisors, and management to discuss payroll issues and questions
- Stay up to date on federal, state, and local payroll and tax laws
- Working knowledge of the Company's collective bargaining agreements for multiple union groups and maintaining union contract matrixes to reflect any updates/contract changes
- Oversee payroll transactions such as direct deposit file transfers, weekly payment of all payroll taxes, and ensuring timely submission of payroll wires and check requests
- Collaboration with Human Resources to administer and track employees on leave due to disability, worker's comp, Paid Family Leave, FMLA, Military or any leave of absence
- Maintaining new hires' entitlements/balances at 6 months' service with the Company

### MINIMUM QUALIFICATIONS:

- Working knowledge of PS Time and Labor
- Working knowledge of Microsoft Excel and Microsoft Word
- Exceptional attention to detail, accuracy, communication skills, analytical and organizational skills
- Ability to adapt quickly to changing situations
- Ability to work independently as well as in a team environment
- Ability to perform successfully in a deadline driven environment
- Ability to diffuse challenging employee situations

### PREFERRED QUALIFICATIONS:

- Bachelor's degree in Accounting
- Timekeeper and/or payroll processing experience

### ABOUT NATIONAL FUEL:

National Fuel is a diversified energy company headquartered near Buffalo, NY. Our employees continue to be the most important part of our Company and have made us who we are today. We are dedicated to the communities in which we live and work and have nearly 2,000 employees in Western NY and Northwest PA.

### COMPENSATION AND BENEFITS:

The rate of pay for the **Payroll Supervisor** will be commensurate with experience. National Fuel offers a comprehensive benefits package including the following:

- Medical and Prescription Drug Coverage
- Dental Coverage
- Vision Coverage
- 401(k) with Company Match
- Company Funded Retirement Savings Account
- Flexible Work Schedule
- Paid Time Off
- Paid Company Holidays
- Parental Leave for Mothers and Fathers
- Long Term Disability Insurance
- Tuition Reimbursement
- Life Insurance
- Flexible Spending Account
- Charitable Giving Programs

### HOW TO APPLY:

Any candidate offered a position with National Fuel will be required to successfully complete a pre-employment drug test. For confidential consideration, please submit your resume and cover letter (preferably in PDF format) to [jobs@natfuel.com](mailto:jobs@natfuel.com) by, **November 30, 2022. Attachments with a .docm extension will not be accepted.**

Please reference position **#22-077NY – Payroll Supervisor** in the subject line of your email

**National Fuel is a proud equal employment opportunity employer. We believe our differences makes us all better, pushing us to look at things differently while enriching our own personal life experiences. That's why we're committed to building a diverse workforce and an equitable and inclusive work environment.**

**We celebrate diversity and do not discriminate based on race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, disability, veteran status, or any other legally protected basis.**