

Location: Antigo, WI

Job Type: [Full-time / Part-time]

Wagner Oil Co, Inc. is looking for a detail-oriented, highly organized Payroll & Accounting Specialist to oversee our bi-weekly payroll cycles and support daily accounting operations. We are seeking a reliable professional who can ensure accurate compensation for our team while maintaining strict compliance with financial regulations.

Key Responsibilities

- **Payroll Processing:** Accurately process bi-weekly payrolls for approximately 100 employees.
- **Data Management:** Verify employee timesheets, calculate wages, handle withholdings, and manage benefits/garnishments.
- **Accounting Support:** Reconcile payroll data, assist with accounts payable/receivable, and prepare month-end financial reports.
- **Compliance & Tax:** Ensure adherence to all federal, state, and local tax laws. Prepare and file quarterly/year-end tax documentation (W-2s, 1099s).
- **Employee Support:** Act as the primary point of contact for resolving payroll discrepancies and answering team inquiries.

Qualifications

- **Experience:** 2-5 years of hands-on experience in payroll processing and basic accounting.
- **Education:** Associate's or Bachelor's degree in Accounting, Finance, or a related field preferred but not required.
- **Tech Proficiency:** Familiarity with payroll software and strong Microsoft Excel skills.
- **Soft Skills:** High level of integrity, strict confidentiality, and outstanding problem-solving abilities.

Benefits & Compensation

- **Pay Rate:** Commensurate with experience
- **Comprehensive Package:** Includes Health insurance, 401(k), and Paid Time Off. Benefits are dependent on level of hours worked.

How to Apply

Interested candidates should submit their resume and a brief cover letter to bobk@wagner-oil.com.