



## GENERAL PRODUCTION JOB DESCRIPTION

<b>Effective Date:</b> 7/16/2021	<b>Original Date:</b>	<b>Originator:</b> HR	<b>Department:</b> Production	<b>Page</b> 1 of 2
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### Summary/Objective

Responsible for daily manufacturing/shipping goals and quality of company product.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### *Duties/Responsibilities:*

- Maintaining payroll information by collating, calculating and entering data
- Updating payroll records by entering any changes to employee information or benefits such as job title changes, exemptions and saving deductions
- Preparing reports that include summaries of earnings, tax deductions, leave, compassionate leave and non-taxable wages
- Calculating payroll liabilities by determining employee taxes, including federal and state income and social security tax, and calculating employer's payments for social security, unemployment and worker's compensation
- Resolving payroll discrepancies and answering any employee payroll queries
- Maintaining all payroll operations according to company policies and procedures
- Processing and issuing W-2 forms to employees

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to handle or feel; and reach with hands and arms. The employee is occasionally required to stand or walk with the ability to lift up to 30 pounds at times.

### Position Type/Expected Hours of Work

The employee must be available during the "core" work hours of 6:00a.m. to 4:00 p.m., Monday through Thursday.

### Travel

No travel is required for this position.

### Required Language Skills

Ability to read and comprehend simple instructions, short correspondence, policies and memos. Ability to effectively communicate information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### Required Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### Required Education and Experience

1. Highschool diploma or equivalent GED



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**Preferred Education and Experience**

1. 3+ years of working in a manufacturing setting.
2. Working with CNC machinery

**Additional Eligibility Qualifications**

None required for this position.

**Other Duties**

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.

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_