



If you have a desire to grow with a dynamic company, make a difference within the organization, thrive on working in a fast-paced environment, then this opportunity may be for you.

Agrify is a rapidly growing company that is becoming the most innovative and vertically integrated solution provider in the cannabis & hemp industry. We take pride in delivering the highest consistency, quality, and ROI for our valued customers. We have an immediate opening for **Payroll & Incentive Equity Specialist** and for more information about Agrify, check us out at www.agrify.com

Job Description:

We are looking for a Payroll & Incentive Equity Specialist to join our Finance team. You will be responsible for payroll administration, expense reimbursement processing, as well as maintaining the ESPP/Equity Program. This individual will also be responsible for certain accounting functions related to payroll and retirement plan transactions.

Responsibilities:

- Perform payroll-related functions including but not limited to processing new hires, termination status changes, tax changes, wage garnishments, deductions, and direct deposit
- Process multi-state payroll in accordance with state law in ADP Workforce Now
- Analyze payroll data and conduct regular audits to ensure accuracy
- Prepare monthly payroll and benefits related journal entries
- Support preparation for annual audits
- Develop and maintains various finance and payroll data reports in both Excel and ADP Workforce NOW
- Assist in the preparation of the annual budget for payroll and benefits
- Manage applicable required government reporting
- Manage and maintain ESPP Program
- Initiate, develop, and implement process improvements

Skills and Qualifications:

- Proven ability to appropriately handle sensitive and confidential material.
- Strong organizational skills, attention to detail, motivation, and ability to work independently.
- Strong verbal and written communication skills.
- Prior experience working in and creating reports in ADP Workforce Now strongly preferred.
- Proficiency in all Microsoft Office products
- Bachelor's Degree in business/accounting preferred.
- 3-5 years of experience as a payroll administrator, specifically working with ADP Workforce Now payroll system.
- Certification as an ADP Payroll Specialist preferred
- Experience in managing an ESPP program

In addition to excellent growth opportunities, Agrify provides competitive compensation, a benefit package that includes medical, dental, and vision insurance, a 401K plan, and PTO time. If you believe you will be a strong fit for this position and has what it takes to become a valued member of our high-quality team, then contact us at opportunity@agrify.com