



GRAY & PAPE

HERITAGE MANAGEMENT

POSITION AVAILABLE

Payroll Clerk / Logistics Coordinator

Part-Time

Indianapolis, IN

Join Us in Preserving the Past and Shaping the Future!

Do you enjoy cultural resources and heritage preservation, and you want to join a team ready to support all the important work we do? Gray & Pape is seeking a part-time (20 hours per week) Payroll Clerk and Logistics Coordinator to join our accounting team. The hourly rate is \$21.50-28.00 per hour.

Why Choose Gray & Pape?

At Gray & Pape, we believe in fostering a workplace that values innovation, teamwork, and growth. With our hybrid work model we offer the perfect balance of collaboration and autonomy. Your expertise will help us tackle preservation challenges while enjoying competitive pay, comprehensive benefits, and opportunities to make a real difference.

What You'll Do at Gray & Pape

As a **Payroll Clerk and Logistics Coordinator** you will

- Process semi-monthly payroll and updating payroll records including employee information, pay, benefits, job titles, exemptions, taxes and contributions.
- Maintain payroll records and tax withholdings.
- Process off-cycle payments, corrections, and adjustments as needed.
- Reconcile payroll discrepancies and respond to staff inquiries.
- Manage new employee access in Paylocity and Deltek.
- Act as the first point of contact with all seasonal field technicians, ensuring timely communication.
- Track field technician availability, scheduling, and project assignments.
- Manage the field technician roster by ensuring contact information, resume, work availability, and preferred work locations remain current.
- Coordinate and book needed transportation, travel, lodging, equipment, and per diem for all staff as projects require.
- Participate in field technician accounting processes including payment arrangements for lodging, receipt collection, and tracking vehicle rentals.

What You Bring to Gray & Pape

- Associate's degree or certification in Accounting, Business, or related field, or equivalent experience.
- 2+ years of payroll processing experience.
- 2+ years of logistics and project management experience.
- Strong understanding of payroll regulations, wage laws, and tax compliance.
- Strong organizational and time management skills with a strong commitment to confidentiality.



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Preferred Qualifications

- Experience with third party payroll systems such as Paylocity, Paycor, or Paycom.
- Experience with Deltek software.
- Experience working in a multi-state environment.

Travel

Travel is required to Cincinnati or Indianapolis up to once per quarter, and more frequently, as needed.

Ready To Join Us?

Be part of a team that is passionate about supporting archaeology and history and dedicated to their protection and preservation. If you're looking for a career where your expertise matters, **this is your opportunity!**

If you are interested in joining our team, please submit the following to Human Resources at HR@graypape.com. No phone calls, please.

- Cover letter detailing expression of interest
- Resume or CV

This position is open until filled and qualified candidates may be interviewed immediately. Please visit us at <https://www.graypape.com/our-company/careers/> to learn more.

Gray & Pape is an Equal Opportunity Employer. We are committed to providing an environment of respect and inclusion where equal employment opportunities are available to all applicants and employees. Applicants and employees will not be discriminated against on the basis of race, color, religion, national origin, disability (physical or mental), sex, age, sexual orientation, genetic information, parental status, protected veteran status, or any other protected status under federal, state, or local law.