



Payroll Specialist

Position Summary: The Payroll Specialist is responsible for the accurate and timely processing of payroll while ensuring compliance with multi-state employment and tax laws.

Reports To: HR Manager

Essential Duties & Responsibilities:

- Ensures accurate and timely processing of payroll for assigned clients, including but not limited to new hires, terminations, salary changes, benefits, garnishments, taxes and other employee payroll related changes
- Process off-cycle payrolls as needed
- Issues checks or direct deposits due to payroll errors or final discharge
- Reconciles payroll to general ledger
- Reconciles payroll monthly, quarterly and annually to contracts and provides accurate payout information for finance department review
- Creates and maintains annual payout reconciliations for all payrolls
- Reconciles quarterly tax reports for all federal, state, and/or local taxes across multiple states
- Create and maintains late hire calculation spreadsheet for clients
- Create payroll calendars for clients
- Prepares and maintains accurate records and reports of payroll transactions
- Ensures compliance with federal, state and local payroll, wage, and hour laws
- Facilitates workers compensation audits as needed
- Reconciles W-2's
- Other duties as assigned by manager

Required Skills/Abilities:

- Knowledge of payroll functions including preparation, balancing, internal control, and payroll taxes
- Knowledge of multi-state compliance guidelines
- Proficient with payroll software or ability to learn efficiently and effectively
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Proficient with Microsoft Office Suites or related software

Education & Experience:

- High school diploma or equivalent
- Five years of experience in payroll with at least 1 year of experience in accounting or bookkeeping preferred
- Payroll certification preferred or must have the ability to obtain within one year