

Job Title: Payroll Specialist

Job Description:

We are seeking a detail-oriented and organized Payroll Specialist to join our team. The Payroll Specialist will be responsible for accurately processing payroll, ensuring compliance with relevant laws and regulations, and providing exceptional service to our employees. You will work closely with the HR department and finance team to ensure timely and accurate payroll processing and resolve any payroll-related issues.

Responsibilities:

- Process and administer payroll accurately and on time, including data entry, calculations, and deductions.
- Verify accuracy of time and attendance records, commissions, bonuses, and other payroll-related data.
- Review and reconcile payroll reports, ensuring accuracy and compliance with company policies and procedures.
- Ensure compliance with federal, state, and local payroll tax regulations and reporting requirements.
- Process new employee onboarding, terminations, and changes in employee status, ensuring accurate and timely payroll adjustments.
- Calculate and process employee earnings, deductions, and tax withholdings accurately, including benefits, garnishments, and other payroll-related deductions.
- Respond to employee inquiries regarding payroll, deductions, tax withholdings, and other related matters.
- Stay updated on changes in payroll laws and regulations, communicating any necessary updates to the HR department and management.
- Collaborate with the HR department to ensure accurate and timely data transfer between HR and payroll systems.
- Resolve payroll discrepancies and issues in a timely and professional manner.
- Generate payroll reports and provide data for financial reporting and analysis.
- Maintain accurate and up-to-date payroll records, including employee information, earnings, deductions, and tax filings.
- Assist with year-end payroll activities, including W-2 processing and reporting.
- Participate in payroll-related audits and assist with internal and external audits as needed.
- Continuously identify opportunities for process improvements and implement best practices to enhance payroll efficiency and accuracy.

- Maintain confidentiality of employee payroll information and handle sensitive data with discretion.

Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field is preferred.
- Proven experience as a Payroll Specialist or in a similar payroll processing role.
- Strong knowledge of payroll processes, tax regulations, and compliance requirements.
- Proficiency in payroll software and systems.
- Familiarity with HRIS and timekeeping systems.
- Excellent mathematical and analytical skills, with a high level of accuracy and attention to detail.
- Strong organizational and time management skills, with the ability to meet tight deadlines.
- Excellent communication skills, both written and verbal.
- Ability to work effectively both independently and collaboratively in a team environment.
- Strong problem-solving skills and the ability to resolve payroll-related issues.
- High level of integrity and the ability to maintain confidentiality.
- Proficiency in Microsoft Office Suite, particularly Excel.

If you are a meticulous and dedicated Payroll Specialist looking for an opportunity to contribute to the accurate and efficient processing of payroll, we invite you to submit your application. Join our team and ensure that our employees are paid accurately and on time while maintaining compliance with payroll regulations and providing exceptional service.