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PAYROLL SPECIALIST

Under the direction of the Controller, the Payroll Specialist will perform daily payroll department operations as a member of the accounting team that will ensure accurate processing and recording of company's payroll, provide timely and accurate financial information, participate in daily data entry Payroll processing

Position Responsibilities

- Process weekly payroll
- Audit time sheets and verify all data for accuracy
- Certified Wages and Reports, prior experience with LCP Tracker preferred
- Experience processing OCIP reporting
- Experience processing payroll tax payments
- Experience processing payroll tax returns: Occupational, State, Federal
- Demonstrate confidentiality in dealing with all employee information
- Provide excellent customer service in resolving employee questions
- Comply with all payroll policies and laws
- Perform other accounting duties such as journal entries and AP processing

Position Requirements

- 2-3 Years of recent payroll experience
- Strong computer experience - Viewpoint Software a plus
- Working knowledge of accounting functions related to payroll
- Certified payroll experience
- Proficient in Excel and Word
- Must maintain a high level of accuracy
- Detail oriented and comfortable in a deadline driven environment
- Able to work independently
- Must maintain high level of confidentiality

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described. Individuals may perform other duties as assigned. This is a full-time position. Employment is contingent on e-verification, pre-employment drug screening, background, and reference checks.



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Company Paid Benefits

Competitive Wages ▪ Health, Dental and Vision Insurance ▪ 401K –After 1 year ▪ Life/AD&D Insurance
Referral Program ▪ Paid Time Off and Holiday Pay ▪ Mentorship Programs

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