



## **Payroll Specialist**

### Summary of Role:

Under the direction of the Director of Human Resources, the Payroll Specialist is responsible ensuring that Payroll and other related financial functions are resolved in a timely manner. This role requires consistent attention to detail to avoid errors.

Work Specifics: Full-time Nonexempt, Monday-Friday, in our corporate office

Responsibilities may include, but are not limited to:

- Payroll administration for exempt & non-exempt employees on a semimonthly basis, including but not limited to:
  - Set up, modify, and terminate employees in the payroll system
  - Collect, calculate, summarize, and review timekeeping information for completeness and accuracy
  - Obtain supervisory approval of time card discrepancies
  - Confirm overtime and double time approvals
  - Detailed management of deductions for medical insurance, 401k, FSA, etc.
  - Process semimonthly transfer of payroll data to payroll system
  - Issue paychecks and process direct deposit payments
  - Process garnishment requests
  - Calculate and deposit payroll taxes in payroll system
  - Direct contact with employees to clarify deductions, direct deposit, and other such details
  - Track and communicate Paid Time Off (PTO) as applicable and appropriate
  - Hold department supervisors accountable for accurate and timely approval of time cards
- Process employee final checks and other off-cycle payments, as needed
- Complete 401k contributions, 401k loan payments, and other such functions in the 401k web-based system
- Compile and provide internal management reports from payroll system software
- Process and issue annual W-2 forms to employees
- Process employment verifications, in conjunction with Human Resources
- Record employee complaints, questions, and concerns about payroll services and communicate those issues to the HR Director
- Professional collaboration with other company staff
- Other duties as assigned

### Job Requirements:

- 2+ years prior experience required processing payroll for a multi-state employer, with strong knowledge of CA wage & hour law
- Working knowledge of Excel, and payroll platform(s)
- Professional interaction with vendors, coworkers and other employees
- Professional demeanor with Excellent Written and Oral Communication Skills

- Strong Organization Skills
- Must be computer literate with a high comfort level with computer programs (MS Word, MS Excel, Email and Internet)
- Must be Punctual and Dependable
- Able to maintain focus and positive attitude in a fast paced environment
- Ability to work with minimal supervision
- Ability to meet deadlines in a high pressure, time sensitive environment
- Must be able to lift up to 25 lbs.
- Sit (approx. 75-100% of the time), stand (approx. 0-25% of the time), type (approx. 75-100% of the time) and do the job with or without reasonable accommodation.