



## **JOB DESCRIPTION**

**Job Title:** Payroll Specialist

**Department:** Human Resources

**Reports to:** Human Resources Manager

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### **SUMMARY**

Performs all activities required to process the biweekly payroll, including maintain related records in a timely and accurate manner; responsible for identifying and implementing technological improvements for the payroll area; acts as a resource for employees with regards to payroll; also supports the Human Resources Manager as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following. Other duties may be assigned as needed.

- Ensures timely and accurate processing of the bi-weekly payroll.
- Serves as a subject matter expert on payroll.
- Researches and responds to payroll related inquiries from internal and external sources (e.g. employment verifications).
- Maintains the integrity of payroll-related personnel, salary, deduction, and benefit information in the payroll database and files.
- Calculates special checks as needed.
- Manages the preparation, distribution and information processes for all monthly, quarterly and annual payroll reports.
- Stays current on external payroll-related rules, laws and regulations as well as internal policies and procedures including payroll taxes, federal and state income and social security taxes and other required reporting (W-4, SUI, etc.).
- Maintains updated procedure manual for payroll processing.
- Works with Human Resources to coordinate employee leaves of absence.
- Processes wage garnishments, pay levies and other involuntary court-ordered payments in a timely manner.
- Works with current pay vendor (Paychex) for technical issues and updates.
- Prepares monthly review packets for Department Managers.
- Submits 401k contributions biweekly.
- Assists with periodic special reports/projects/cost studies as requested.
- Gathers employee related survey and questionnaire information (EEO-1, year-end testing, etc.).
- Coordinates the annual workers compensation audit.
- Understands your role in the companies' Quality Management System regarding ISO.

### **QUALIFICATIONS**

- High School diploma or equivalent.
- 2+ years of computerized payroll experience.
- Strong PC skills including proficiency in Excel.
- Ability to deal sensitively with confidential material.
- Strong interpersonal (verbal and written) communication skills.
- Decision-making, problem solving and analytical skills.
- Organizational, multi-tasking and prioritizing skills.
- Human Resource experience helpful.

## **PHYSICAL REQUIREMENTS**

- Constant strong communication, sitting, and working on a computer.
- Frequent walking & standing.
- Occasional lifting 20+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing stairs.

*Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)*

*Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)*

*Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)*