



Payroll Specialist

Duties and Responsibilities:

Responsible for preparation and processing of bi-weekly payroll for 300 employees (domestic and multistate). Works with the internal time entry system, JDE E1 system and ADP Workforce Now. Gather data, run reports, ensure that records are accurate and complete in all systems (includes tracking of paid time-off). General Ledger & Accounting: Areas of emphasis will include monthly close processing, account reconciliation preparation, and report production and distribution. Additional responsibilities include preparing and posting periodic and month-end journal entries, reviewing and reconciling the general ledger, assisting with the organization's multiple quarterly and annual audits. Reporting: Create reports to provide analysis of payroll actual costs vs. budget; payroll forecasts; and payroll data for multiple audits. Provide regulatory reporting – ACA, 401k, leave tracking, etc. Report on current and/or future regulations in payroll. Other Duties: Participate in other department and organization- wide activities, meetings and trainings. Cross-train with other Finance staff to ensure adequate back-up. Perform other duties as assigned.

Qualifications:

Minimum of 2 years of payroll processing experience in a complex payroll environment. Associate degree in Accounting or Business Administration or related field; or equivalent combination of experience and education. Experience with JDE E1 accounting software, ADP Workforce Now; or equivalent. Payroll tax accounting. Working knowledge of Microsoft Office suite. Excellent written, verbal and interpersonal communications skills. Ability to maintain confidentiality and exercise extreme discretion. Excellent skills in organization, attention to detail and time management (including the ability to meet deadlines. Knowledge of U.S. payroll related tax laws and ability to research tax-related inquiries. Ability to offer high-quality customer service within the organization. Ability to create reports from various data sources. Ability to collaborate within the Finance department and across other departments. High degree of flexibility with work schedule, and required ability to work well under deadlines and pressure

Job Type: Full-time

Experience:

- Payroll: 2 years (Preferred)

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