**Job Title: Payroll Specialist**

**Reports to: Payroll Supervisor**

**Summary of essential duties and responsibilities:**

The Payroll Specialist ensures timely and accurate processing of multi-state, biweekly payroll for salary, FT, PT, and seasonal employees.  This role will also be responsible for assisting in reconciling taxes and quarterly filings. Employee count varies with seasons and is greater than 5000.

**﻿Payroll:**

* Process biweekly payroll including reviewing time & attendance reports
* Process garnishments
* Ensure systems are set-up and updated to reflect all employees with employment status, wages, and withholdings
* Assist in Accounting and Tax reports, including biweekly, monthly, quarterly, and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.)
* Assist in reconciling YTD earnings, payroll and taxes, etc.
* Develop expert-level knowledge of payroll, time & attendance, and payroll system
* Perform other duties as assigned

**Tax:**

* Assist in reconciling payroll tax reporting after each pay run to ensure accurate filings and tax submissions
* Assist in reconciling and preparing Federal. State and local quarterly tax filings, W2’s
* Registrations for new taxing authorities as needed; multi-state reporting; BLS submissions as necessary
* Assist in research and reconciliation of payroll taxes from prior periods
* Follow up and monitor tax notices received
* Gather and report requested data to internal and external recipients as requested

**﻿Qualifications:**

* High School diploma with 4 – 6 years’ of relevant experience; Associates degree preferred
* FPC or CPP preferred
* Minimum 2 years’ experience with multi-state payroll processing for a distributed workforce
* Minimum 2 years’ experience with payroll tax filings and compliance
* Prior system implementation experience a plus
* High degree of accuracy and attention to detail
* Ceridian Dayforce and Kronos Timekeeping systems highly desirable and preferred; other cloud-based systems experience a plus
* Experience reconciling W-2 forms.
* Effective, positive written and verbal communication skills with employees, peers, and managers
* Proficiency with Microsoft Office products