



PAYROLL SPECIALIST

<i>Classification</i>	:	<i>Paygrade 6</i>
<i>FLSA Status</i>	:	<i>Non-exempt</i>
<i>Salary Range</i>	:	<i>\$49,298 - \$55,073</i>
<i>Program</i>	:	<i>Administration</i>
<i>Location</i>	:	<i>200 Roessler Road</i>
<i>Reports to</i>	:	<i>Controller</i>
<i>Supervises</i>	:	<i>N/A</i>

The Payroll Specialist ensures the accurate processing and recording of Agency's payroll, time and attendance and personnel/benefit status changes, staff profile information and staff expense reimbursements.

RESPONSIBILITIES AND TASKS

- Responsible for processing accurate payroll in a timely manner for the agency, which includes the following systems, administrative and reporting tasks:
- Systems support includes resetting the payroll system at the start of each cycle and initiating data imports for new hires, transfers & terminations between the timekeeping and payroll systems. Assignment of roles, work rules, deductions, insurance codes, uploading leave balances, troubleshooting problems and issues.
- Ensuring accuracy of all payroll deductions, including timely remittance of 401k and HSA contributions.
- Manage, review and reconcile all Federal and State tax filings including quarterly and annual returns.
- Maintaining confidentiality of all departmental information to assure employee information is protected.
- Administrative tasks include entering all new hire information, adding new site locations, time and attendance. Also entering health insurance/HSA information when eligibility requirements are met and all other HR-related new hire entries.
- Enters existing employee personnel data changes, including but not limited to transfers, terminations, profile data changes, HR-related compliance information, etc. accurately and in a timely manner.
- Review and reconcile monthly insurance bills (Medical/Dental/Vision/Life Insurance) and ensuring bills match deductions.
- Review, calculate and reconcile staff expense reports on a bi-weekly basis and administer staff assignment or termination of gasoline credit card.
- Develops and distributes a variety of payroll and timekeeping related reports including, error reports (missed punches, labor transfers, etc.), overtime report, wage and garnishment reports, and monthly staff expense reports.
- Assists managers, supervisors and direct care staff in a variety of areas, including but not limited to understanding proper payroll procedures, PTO balance tracking and problem resolution.
- Partnering with other departments as needed; making sure timely information is received in accordance with established procedures for reporting by managers.
- Troubleshooting timekeeping issues as they arise.
- Assisting with other general accounting activities as needed. Other duties and responsibilities assigned by the Controller or Chief Financial Officer.

QUALIFICATIONS

- Four-year degree in accounting or business; or an Associate degree or 60 credit hours from an accredited college or university and two years of related work experience; or any equivalent combination of training and experience.
- Working knowledge of payroll systems and time and attendance.
- Working knowledge of payroll best practices.

- Strong knowledge of federal and state regulations.
- Ability to deal sensitively with confidential information.
- Ability to communicate to various levels of management.
- Organizational, multi-tasking and prioritizing skills.
- Strong Excel skills

Employment with Mainstay Life Services is an “at will” relationship. “At will” means that employment is of no specific length. It also means that employees and Mainstay Life Services both retain the discretionary right to terminate employment at any time if either is dissatisfied for any reason.

I have reviewed the information contained in this job description and agree to accept the specific duties and responsibilities that may be assigned by my supervisor.

Employee

Date

Witness

Date