**Payroll Specialist job description**

**Job brief**

This position is responsible for administration, system setup, support, and reporting of payroll systems. The position interfaces with the payroll operations staff on day-to-day payroll applications and acts as the primary back up for the Payroll Manager. The position also collaborates with the Human Resource Department for compensation planning, the Accounting Department for general ledger requirements and month-end reporting, internal audit for controls and processes testing and other assigned projects as requested.

**Responsibilities**

* Administers semi-monthly payroll processing procedures for all Employees and maintains supporting files and documentation.
* Participates in developing department goals, objectives and systems.
* Performs benefits administration to include problem resolution, change reporting, approving invoices for payment and communicating benefit information to employees.
* Maintains employee participation data and ensures accuracy of data between systems, administrator and accounting.
* Provides support to department supervisors regarding job positions, posting on Website and external job advertising.
* Review and screen all incoming applications and resumes.
* Conduct appropriate pre-employment screenings.
* Verifies criminal and educational background, reference check information.
* Maintains and ensures HR printed materials are accurate and up-to-date on correspondence, forms and the employee portal and employment page.
* Coordinate and administer the onboarding process for all new hires.
* Maintain Organization’s Outlook distribution list
* Participates in administrative staff meetings and attends other meetings and seminars.
* Maintains human resource information system records and personnel files.
* Maintains compliance with federal and state regulations concerning employment.
* Maintain and conduct all matters in a highly confidential manner.
* Perform other duties as assigned.

**Requirements**

* Ability to be organized and produce accurate results while meeting established deadlines,
* Ability to manage multiple priorities with frequent interruption.
* Ability to handle confidential matters.
* Proficiency with computer-based software including Word, Excel, and Windows and the ability to
* learn in-house computer software.
* Extensive data entry skills, spreadsheet, and word processing proficiency required.
* Proficiency with desktop calculator.
* Demonstrated customer services skills, ability to relate effectively and tactfully with all levels of
* the organization.
* Ability to communicate effectively in both oral and written communications.
* Ability to work individually and as a team member.