

Title: Payroll/Accounting Specialist	Full-Time Hours: 8:00 am – 5:00 pm
Objective	FLSA Status: Exempt
<p>Accountable and responsible for all aspects of quality service for clients. Contacts and assists clients in process of obtaining information for payroll production and tax related issues; verifies totals, responds to/resolves client questions and problems and delivers quality customer service. Includes the following. Other duties may be assigned to meet business needs.</p>	
Responsibilities	
<p>Supervises all payroll processing and related activities.</p> <p>Solves problems concerning payroll, answers inquiries, and enforces payroll policies.</p> <p>Assists in development of overall payroll procedures by recommending improvements or changes when deemed necessary for greater efficiency.</p> <p>Supervises and reviews the preparation of all payroll statements and reports.</p> <p>Performs other duties comparable to the above, as the above duties describe only the typical, primary features of the job.</p> <p>Apply customer payments.</p> <p>Make adjustments to accounts as needed.</p> <p>Prepare daily/weekly manual deposits.</p>	
Requirements	
<p>Bachelors' degree in a business related field or An Associate's degree with five (5) years of Payroll/Benefit processing related activities.</p> <p>Three (3) years experience related to personnel/payroll automated system.</p> <p>Detailed oriented.</p> <p>Good with basic math.</p> <p>Excellent verbal and written communication skills. Possess exceptional interpersonal communication skills.</p> <p>Knowledge of MS Office (Word, Excel, Outlook)</p> <p>Ability to work independently on assigned tasks as well as to accept direction on given assignments.</p> <p>Able to work collectively with the all team associates.</p> <p><i>The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.</i></p>	