

Quechan Indian Tribe (5300)
To: Employment Counselor
Date: 07/01/2025



23851
Franklin, VA, 23851

Payroll Specialist

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$18.05 to \$20.90 hourly

Employment status: Contract / Temporary to Hire

Description

Payroll Specialist needed for local Municipality for a contract-to-permanent opportunity. As a Payroll Specialist, you will play a crucial role in ensuring accurate and timely payroll processing. You will be responsible for managing all aspects of payroll, including data entry, payroll processing, and maintaining accurate records. The ideal candidate will have a strong attention to detail, excellent organizational skills, and the ability to work effectively in a fast-paced environment. Furthermore, the ideal candidate will have considerable experience with Reconciliations: Benefits Rec's, Bank Rec's, Invoice Rec's, Retirement Benefits Rec's) and should also have experience with Open Enrollment, Deferred Compensation, and deductions.

Requirements

Responsibilities:

- Process payroll for employees accurately and in a timely manner
- Verify timekeeping records and resolve any discrepancies
- Calculate and process employee deductions, including taxes, benefits, and other withholdings
- Prepare and distribute payroll reports to management as needed
- Assist with payroll-related inquiries and provide exceptional customer service to employees
- Maintain accurate payroll records and employee information in our payroll system
- Reconciliations of all payroll related data
- Experience with Benefits administration, deductions, and deferred compensation
- Assist with special projects and other duties as assigned by management

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