

## 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:** \$28.50 to \$33.00 hourly

**Employment status:** Contract / Temporary to Hire

### Description

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This Payroll Specialist job description template is optimized for posting on online job boards or careers pages and easy to customize for your company.

Payroll Specialist responsibilities include:

Gathering information on hours worked for each employee  
Calculating the correct amount incorporating overtime, deductions, bonuses etc. with assistance of a computer system  
Receiving approval from upper management for payments when needed  
payroll specialist job description

Hiring a payroll specialist? Sign up for Workable's 15-day free trial to post this job and hire better, faster.

Job brief

We are looking for a knowledgeable Payroll Specialist to process and manage the company's payroll. You will be the one to calculate wages based on hours worked and administer payments.

A payroll specialist is able to use payroll software with accuracy and efficiency. They are good with numbers and can be trusted with sensitive information. They also have great communication skills to interact with colleagues and executives.

The goal is to ensure personnel receives the correct compensation in a timely manner.

Responsibilities

Gather information on hours worked for each employee  
Calculate the correct amount incorporating overtime, deductions, bonuses etc. with assistance of a computer system  
Receive approval from upper management for payments when needed  
Prepare and execute pay orders through an electronic system or distribute paychecks  
Administer statements of payment to personnel either electronically or on paper  
Process taxes and payment of employee benefits  
Keep track of hour rates, wages, compensation benefit rates, new hire information etc.  
Address issues and questions regarding payroll from employees and superiors  
Prepare reports for upper management, finance department etc.  
Requirements and skills  
Proven experience as payroll specialist or payroll manager  
Solid understanding of accounting fundamentals and payroll best practices  
Very good knowledge of legislation and regulations of the field  
Proficient in MS Office and good knowledge of relevant software (e.g. Kronos, Payforce) and databases  
Trustworthy with attention to confidentiality  
Outstanding organizational ability with great attention to detail  
Excellent communication skills

### Requirements

semi-Monthly Payrolls, Multi-state Payroll, Vantage, ADP - Financial Services, Communication

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**This Job Posting will expire in 10 days.**