Position

Payroll Administrator

Description:

- Manage implementation and on-boarding of new payroll clients.
- Onboard client new hires, enter hours and earnings, process client payrolls and retrieval of requested report packages.
- Monitor and maintain list of client input dates.
- Establish relationships with clients, demonstrating professionalism, trust and timely responses via e-mail and phone support; including but not limited to sending daily reminders, troubleshooting issues and compiling reports.
- Research and resolve client State & Federal payroll tax notices.
- Provide support and client training for timekeeping system and third-party payroll platform integrations.
- Provide on-site and remote training sessions for new clients.
- Assist in calendar year-end processing of payroll, including supplemental payrolls for partner distributions, recording annual S-Corp Medical amounts, business owner tax adjustments and W2s.
- Become educated on new State & Federal programs effecting client payrolls such as PPP Loan and Employee Retention Credit.
- Assist clients in gathering data for their workers compensation insurance audits.
- Ensure confidentiality and access to sensitive information, such as client list, employee personal information and client data.
- Maintain accurate record-keeping of client files.
- The company reserves the right to adjust or modify the above duties at any time

Required Skill Set:

- Experience with cloud-based payroll processing software or applications
- Experience with State & Federal payroll taxes
- General accounting or bookkeeping experience
- Highly organized, focused and task oriented
- Ability to juggle multiple tasks for multiple clients
- Developed sense of urgency
- Highly alert with the ability to recognize and avoid potential issues with client payrolls
- Proactive problem solving
- Active listening
- Time management