

Job Description

Position Name: Payroll Specialist

DEPARTMENT	Human Resources
PLACE	Melville

DIRECT LINE



Sr. HR Manager-Projects & Shared Services

DOTTED LINE



Job Scope/Job Mission

The Payroll Specialist is responsible for running payroll for the two companies in the US operations. The incumbent must have strong ADP knowledge and multistate payroll experience. The incumbent must have strong customer service skills to support employee questions/needs, be able to handle tight deadlines, have excellent attention to detail and the ability to maintain a high level of confidentiality.

Main Responsibilities

The candidate is expected to be a role model supporting our standards and on-the-job behavior by living our US principles of kindness to others, expecting excellence, delivering on commitments, being results oriented, inspiring others, optimizing opportunities, and never giving up. In addition, the role is expected to communicate openly among peers and cross-functional teams. Accountabilities include ensuring compliance with all applicable federal, state, and local laws and environmental and labor regulations.

Main Responsibilities

- Process multistate payroll runs for the two US companies
- Set up deduction payments including child support, garnishments, etc.
- Manage all back-end ADP systems
- Assist employees and supervisors with database training, payroll issues, and requests for payroll information on a regular basis
- Complete Verification of Employment and other wage requests from external sources
- Develop custom reports on an as needed basis for use in analytical reviews and various calculations; for example, budget planning, development of key indicators, financial reviews, costs analyses, etc.
- Assist with and provide information for audits.
- Register the company with new states and set up withholding and SUI taxes
- Trouble shoot withholding tax issues
- Serves as a technical point-of-contact and assists with ensuring data integrity, testing of system changes, report writing and analyzing data flows for process improvement opportunities.
- Perform HRIS data entry and payroll data entry for new hires and employee changes.
- Maintain and create employee electronic personnel files.
- Performs additional ad hoc requests and is an active member of larger HR team projects

Qualifications:

- College degree preferred
- 2+ years ADP multistate payroll and ADP reporting
- Skilled in Excel
- Experience with Success Factors and ADP Workforce now is preferred

Job Description

	<ul style="list-style-type: none"> • High degree of professionalism and integrity and ability to work in a confidential environment • Must be comfortable with heavy data entry to ensure a high accuracy rate • Must be able to work in a collaborative work environment with “one team” mentality • Ability to adapt to a fast pace changing environment and to approach challenges with creativity and resourcefulness • Strong communication and interpersonal skills • Presentation skills preferred • Initiative and self-direction; can apply knowledge and make sound judgment to effectively resolve issues • Outstanding organizational & client service skills • Must be able to lift and carry boxes on occasion
--	---

Dept. Head Approval: _____ Date: _____ Signature: _____

HR Approval: _____ Date: _____ Signature: _____

Employee Name: _____ Date: _____ Signature: _____

FLSA Status: _____ Exempt _____ Non Exempt (HR to complete)