

Job description

Job Duties:

- Responsible for processing a bi-weekly multi-state payroll for @150 employees.
- Update HRIS records including but not limited to attendance, tax exemptions, insurance coverage, 401(k) savings plan, leaves, direct deposit, garnishments, deductions, job title, department/division transfers.
- Prepare and review audit reports to ensure accuracy and consistency of data.
- Determine payroll liabilities by calculating employee federal, state and local income and FICA taxes, employer's social security, unemployment, workers compensation, third party sick pay and paid sick/family leave payments. Prepare general ledger reporting for CFO.
- Serve as point of contact with payroll vendor for all payroll tax-related issues.
- Maintain work schedule and attendance records and ensure entries are in accordance with established policies. Monitor employee attendance.
- Run reports related to benefit deductions, verify invoicing and arrange for transmittal of payments to vendors.
- Respond to questions and requests for information from internal and external parties. Resolve all payroll-related discrepancies.
- Ensure integrity of HR operations by following all policies, procedures and regulatory requirements.
- Maintain employee confidence and privacy; treat all information with the utmost confidentiality.
- Responsible for maintaining electronic personnel files.
- Contribute to team effort by accomplishing related tasks and projects as needed.

Skills and Qualifications:

- Must have firsthand experience in payroll processing.
- Bachelor's or equivalent work experience.
- Proficient in Microsoft Office (Word, Excel, Outlook).
- Able to maintain confidentiality and professionalism.
- Attention to detail.
- Dependable; able to juggle and meet multiple deadlines.

Job Type: Part-time

Salary: From \$25.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Flexible schedule

Physical setting:

- Office

Schedule:

- Day shift
- Monday to Friday

Ability to commute/relocate:

- Woodbury, NY 11797: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Payroll Processing: 1 year (Required)

Work Location: One location