

SENIOR PAYROLL SPECIALIST

Brookville, NY

*Monday- Friday 9-5 (35 hours/Excellent benefits) **

Join a non-profit organization that has the warmth and strong purpose to make you feel good about where you work, along with an impressive size that is a perfect place to grow your career and make a difference. We provide support to over 2,200 people throughout Nassau and Suffolk Counties **AHRC Nassau** partners with a family of organizations including Brookville Center for Children's Services, Citizens Options Unlimited and Advantage Care Health Centers. We appreciate our employees and our staff's longevity is proof!

Here, we offer you:

- **Low-Cost, High-Quality Healthcare Insurance** *–for you and your family*
- **Opportunities for you to advance your career**
- **Tuition reimbursement**
- **Management that is kind and listens to you**
- **A diverse, inclusive team that will support you and guide you every day**
- **A feeling of pride when you realize how many people you've helped**
- **Wellness incentives** *– weight loss, yoga at work, gym membership & more*
- **College Loan Forgiveness**
- **Housing Assistance to purchase your first dream home** *– Nassau or Suffolk*

We currently have an opportunity for a senior payroll specialist to:

- Process, audit and transmit biweekly payroll, bonuses, off-cycle, quarterly and year-end processing to completion on a timely basis.
- Audit manual timesheets to be applied on CSV files to be imported to the payroll database for the purpose of calculating payment to generate paychecks
- Ensure the accuracy of timesheets, punches, utilizing Kronos Time Keeping and autopay
- Ensure overtime payments are processed and allocated accurately
- Audit reports before and after transmitting payroll (Ex. Employee job data, last paid, anniversary accrual, job change history, voids/manuals, payroll register)

- Prepare and auditing payroll registers, balancing biweekly tax reconciliation and liability reports.
- Identify payroll tax liabilities, tax discrepancies and adheres to all state and federal regulations for employee payroll processing and company tax status.
- Assist with quarterly and year-end reports, 3rd party sick pay, Car-allowance adjustments, group term life and pension eligibility for Form W-2 reporting and distribution.
- Audit and process employee updates to payroll data base; new hires, transfers, terms, address change for tax purposes, rate changes and accruals
- Ensures accuracy of PTO benefits for employees according to their company policy handbook
- Review employees on Leave of Absence, PFL and suspension status for accuracy of payment and accrual updates
- Knowledge of wage garnishment for review, data entry updates, and processing
- Assists with data entry of direct deposit, pay cards, membership and 529 plans

We require:

- HS Diploma and equivalent of five to seven years Payroll and Time Keeping experience with Payroll Professional Certification.
- Must acquire an enhanced skillset and ability to work independently with minimum supervisor.
- Computer proficiency in all MS Office Suite apps (Excel, Word, Outlook, MS Teams).
- Intermediate working knowledge of UKG Pro.
- Strong knowledge of tax and wage laws.
- Excellent with numbers and proficient in typing, oral and written communication skills.
- Strong attention to detail and organizational skills take initiative, multi-task and prioritize responsibilities

For immediate consideration e-mail cfrank@ahrc.org AHRC Nassau offers medical, dental, vision, retirement, life insurance, voluntary short/long term disability, paid time off, paid holidays, Scholarship offerings, AFLAC plans, child care, prepaid legal and much more!

Equal Opportunity Employer Proud of Our Workforce Diversity