Job Description
Lifespan of Greater Rochester Inc.

JOB TITLE:  Payroll Specialist
DEPARTMENT:  Administration
PROGRAM:  Finance
SUPERVISOR:  Director of Finance
STATUS:  Non-exempt, full-time

SUMMARY

The payroll specialist is primarily responsible for the processing of the semi-monthly payroll and the reporting of taxes. Will also assist the Director of Finance with several accounting functions, such as reconciling the general ledger and related functions.

DUTIES AND RESPONSIBILITIES

1.0  Essential job functions
1.1  Process payroll functions for the agency
1.2  Maintain and update deductions on employee records, in conjunction with HR
1.3  Create and disburse payroll reporting to Finance on a weekly, monthly, and periodic basis
1.4  Respond to questions from HR, finance, managers, and employees regarding team and/or individual payroll, all timekeeping concerns and mileage
1.5  Assist and make recommendations on payroll system set up for federal/state/provincial and local taxes.
1.6  Act as co-liaison to the payroll vendor /payroll tax services to ensure timely, accurate & compliant federal, state & local payroll tax activities including required withholding and deposits
1.7  Coordinate with the payroll tax vendor to ensure timely, accurate & compliant year end payroll activities including: W2’s, 1095’s forms including reconciliation of gross payroll to taxable wages and gross to net wages
1.8  Research and provide expertise and guidance on payroll tax & accounting requirements for statutory and non-statutory benefit programs.
1.9  Provide HRIS and payroll system support for vendor maintenance; vendor interfaces; system update and upgrades; and change management projects

2.0  Secondary job functions
2.1  Perform wage, deduction, payroll tax, W-2, and other reconciliations and ensure accurate and timely reporting to all authorities.
2.2  Provide support for reconciliation of employee and employer contribution to various statutory and non-statutory benefit programs
2.3  Document and maintain up-to-date process mapping and procedure guide
2.4  Reconcile general ledger and all other payroll related duties
2.5  Process payroll for Pioneer Network
2.6  Process sales tax filings

3.0  Other duties as assigned by supervisor

QUALIFICATIONS

EDUCATION/EXPERIENCE:  Bachelor’s Degree preferred or AAS Degree and two years of payroll experience. Excellent computer skills with proficiency working in Excel, Word and payroll software experience am must.

Please apply on-line at www.lifespan.org
Deadline to apply:  February 21, 2020

EOE/AA Minority/Female/Sexual Orientation/Gender Identity/Disability/Veteran