

Payroll Specialist (Remote Position)

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$39.59 to \$45.84 hourly
Employment status: Contract / Temporary

Description

We are seeking a Payroll Specialist located in Austin, Texas. This role is a long-term contract opportunity in the payroll and HR industry. As a Payroll Specialist, you will be tasked with handling payroll systems, managing audits, setting up benefits, and reconciling bills. This position involves a remote work environment, allowing you to fulfill your responsibilities from a location of your choice.

Responsibilities:

- Administer end-of-year payroll preparation and management.
- Effectively manage, set up, and maintain benefits systems.
- Perform thorough system audits to ensure accuracy and compliance.
- Assist with onboarding processes and recruitment functions.
- Routinely reconcile bills and balance out accounts.
- Manage the import and implementation of new benefit costs into systems.
- Coordinate with payroll platforms to facilitate year-end closing tasks.
- Assist in the implementation and maintenance of new payroll features and other HR systems.
- Communicate effectively with team members and provide training sessions as needed on payroll systems and benefits.
- Utilize accounting software systems and platforms such as ADP and Paylocity to perform payroll functions.

Requirements

- Minimum of 3 years of experience as a Payroll Specialist or in a similar role
- Proficiency in accounting software systems
- Experience with ADP - Financial Services and ADP Workforce Now
- Familiarity with Ceridian and Dayforce software
- Knowledge of 401k - RRSP Administration
- Experience with About Time software
- Ability to perform accounting functions and auditing
- Familiarity with benefit functions
- Proficiency in Paylocity software
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office Suite, especially Excel
- Strong organizational and multitasking abilities
- Excellent attention to detail
- Bachelor's degree in Finance, Accounting, or related field preferred

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