

Lead Payroll Specialist (Remote)

\$70-90k

Please send resume to RShaw@ssgresume.com

Responsibilities

- Lead/coach team of payroll specialists
- Assist with processing, data entry, validation, reconciliation, and auditing for Monthly/Semi-monthly/bi-weekly/weekly payrolls using HRIS/Payroll systems
- Perform trainings directly with clients on processing payroll end to end.
- Partners with client success leadership to identify training and process improvements.
- Collaborate with colleagues on multiple projects ranging from training development, project management and escalation/trouble ticket management.
- Perform quality audits of information entered into platform from other systems to ensure accuracy of employee taxes, deductions, and earnings.
- Correspond with clients & employees, acting as a subject matter expert to resolve escalations.
- Manage a pipeline of clients & tickets, ensuring each are managed in a timely & efficient manner.

Requirements

- 3+ years of experience managing a multi-state payroll
- 2+ years of experience using Excel (V-look ups, pivot tables etc.)
- Experience processing payroll for external clients
- Experience with Workers Comp and 401(k) audits
- Must be comfortable interacting with employees and external vendors
- Excellent verbal and written communication skills