

Job Responsibilities

We are looking for an experienced payroll specialist to be responsible for all payroll-related tasks for multiple business units within our organization at our corporate headquarters in Exton, PA. In this role, your responsibilities will include collecting and reviewing employee information and working hours, calculating wages, preparing and processing employee payments, and maintaining accurate payroll records in a multi-state environment while working closing with our Accountants and Human Resources Department. Hybrid work schedule offered.

- Compile employee time and payroll data from time sheets and current time keeping systems.
- Work closely with the business unit Accountants to ensure all payroll transactions are processed accurately and timely.
- Perform quarterly and annual reconciliations and audits when deemed necessary.
- Facilitate and respond to general questions from employees related to payroll with professionalism, effective communication, and discretion.
- Communicate and partner with our payroll provider to resolve issues.
- Maintain knowledge of tax rules and laws that govern payroll and ensure that payrolls are processed in compliance with external and internal policies as well as applicable Federal, State and Local regulations.
- Maintain state and local tax registrations.
- Perform other related duties and projects deemed necessary.

Qualifications

Working knowledge of payroll processes and procedures

- Proven experience in a payroll position
- Strong knowledge of multi state tax and wage laws
- Understanding of the process involved in multi state tax registrations
- Exceptional multitasking and organizational skills
- Desire to work in a fast paced environment
- Experience with Paylocity a plus

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