

Job Title: Payroll Specialist
Department: Human Resources
Division: Headquarters, Dallas, TX

FLSA Status: Full-time/Exempt
Reports To: VP HR, Services Delivery
Supervises: No

JOB SUMMARY

Develop, enhance, and execute HR/Payroll systems and activities for internal and external clients. These activities include, but are not limited to, administration of client payroll, personnel record management, employee and/or labor relations, benefits administration, recruiting, safety coordination, training, client auditing, and special projects as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The statements on this job description are intended to describe the general nature and level of work being performed by incumbents. They are not an exhaustive list of all responsibilities, duties, and skills required by all incumbents. Incumbents may perform other duties as assigned.

May be responsible for any or all of the following:

- Performs all activities necessary to process one or more full cycle multi-state payrolls, including maintaining related records, filing tax reports and voluntary deduction reports, processing involuntary deductions such as levies and garnishments, preparing accounting transactions and documents, documenting and updating procedures, and preparing special reports for management.
- Ensures client payroll records are accurate and complete by conducting monthly audits of all change activity back to the original documentation.
- Implement corporate HR policy at the business unit/ customer site level. Drive company-wide programs, projects, and initiatives (e.g., salary review, performance review, workforce planning, training & development etc.).
- Support hiring managers with recruitment strategies and coordinate the screening, interviewing, and on-boarding processes to hire qualified individuals.
- Conduct research and analyze data on assigned projects, and produce summary reports for submission to company executives and clients.
- Resolve employee relations issues through a systematic approach. Counsel employees and managers concerning work-related problems, conduct on boarding and exit interviews, provide feedback to management.
- Set up and maintain records for EEO and Affirmative Action reporting requirements.
- Coordinate temporary personnel requisitions based on POE policy and procedures. Work with supervisors to ensure compliance with temp agreements.
- As needed, manage the coordination of client and employee events at designated location. This includes employee meetings, training sessions, client lunches, etc.
- Develops and maintains more complex reports to meet our Business Partner's needs.
- Assist in special projects and additional duties as assigned.

ADDITIONAL QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

- BA / BS in Human Resources or related field.
- 3 - 5 years Payroll Administration and HRIS administration required.
- 3 - 4 years of Business to Business consulting experience in the Human Resources field preferred.
- CPP certification strongly preferred.

LANGUAGE SKILLS

- Excellent written and verbal communication, organizational, and problem solving skills.
- Demonstrated ability to deliver management level training courses/seminars/workshops.
- Bi-lingual capability is desired (verbal and written, English and Spanish fluency).

COMPUTER SKILLS

- To perform this job successfully, an individual should have an accomplished knowledge of,
- Microsoft Office (Word, Excel, PowerPoint, Outlook) Microsoft Project.
- Familiarity with HR and payroll systems (UltiPro, ADP, Paychex, Paycom).
- 3-5 years of payroll processing experience using ADP, Peoplesoft, JDE, Oracle, SAP, UltiPro or other systems, including reporting from their related reporting tools (Cognos, Crystal, Access, etc.).

PREFERRED ADDITIONAL EXPERIENCE

- Human Resources Administration experience.
- Payroll Tax Administration experience.
- Health & Welfare Benefits Administration (FSA and HSA plans, etc.).
- Risk Management experience (workers compensation claim management, unemployment insurance claim management, etc.).
- Professional Services operations experience in a shared services environment.
- BPO (business process outsourcing) or off-shoring experience.

PHYSICAL AND TRAVEL DEMANDS

- This employee must occasionally lift and/or move up to 50 pounds.
- Travel to client locations and professional networking events (local, state, and national) is required (up to 25%), including ability to travel and work weekends as needed.
- Must maintain a valid Texas driver's license and have reliable transportation.

WORK ENVIRONMENT

- An employee in this position works in both an office environment with heating and air conditioning, and on-site at client locations, in support/ execution of assigned duties.
- Must have transportation to and from work locations throughout the DFW Metroplex as requested without notice to participate in internal and external client meetings, training sessions, client lunches, etc. as requested.

BACKGROUND CLEARANCE

- Must be able to pass annual background checks and submit to random drug testing.

Pursuit of Excellence, Inc. is an Equal Opportunity Employer.
Qualified minorities, women, and veterans are encouraged to apply.