

PAYROLL SPECIALIST I

JOB CODE: 1206

JOB OBJECTIVE:

Support Firmwide Payroll/Human Resources Department by providing efficient and accurate data entry and verification of payroll/HR related information.

ESSENTIAL FUNCTIONS:

- Accurate data entry processing of employee information into HRIS/Payroll system using Ceridian software.
- Accurate exporting of hours from Ceridian Time and Attendance System.
- Learn and apply Firm policies, processes, and procedures.
- Process payroll corrections as required; escalate issues to Payroll Manager.
- Responsible for accurately processing all wage garnishments, levies, and child support deductions.
- Year-end processing.
- Address inquiries and research issues in an accurate and timely manner.
- Assist with regular audit of data entry records.
- Maintain accurate firmwide records including monitoring and maintaining master personnel files for partners and employees. Safeguard confidential information.
- Additional duties as assigned.

SKILLS REQUIRED:

- Excellent knowledge of payroll and basic accounting functions.
- Strong verbal and written communication skills.
- Proven ability to respond efficiently to requests while adhering to deadlines.
- Advanced clerical, computer and data entry skills, including Microsoft Office.
- Excellent interpersonal, organizational and time management skills.
- Strong problem-solving, multi-tasking, and analytical skills.
- Ability to be flexible and a team player.
- Exceptional attention to detail.
- Ability to understand Firm business rules and applications.
- Confidentiality and diplomacy.
- Excel and Ceridian knowledge preferred

MINIMUM EDUCATION:

High School Diploma; Bachelors degree preferred.

EXPERIENCE REQUIRED/ADDITIONAL EDUCATION:

3+ years payroll experience; Previous Ceridian payroll processing experience in high volume payroll department preferred.

The above job description is meant to describe the general nature and level of work being performed. This is not an exhaustive list of all responsibilities, duties and skills required for the position. Firm management reserves the right to amend and change responsibilities to meet business and organizational needs.