

**JOB DESCRIPTION**

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| **Job Title:** **Payroll Specialist** |  | **Job Level:** | Administrative/Coord |
| **FLSA:** | Non-exempt | **Employment Status:** | Full Time |
| **Department: Finance** | **Reports to title:** | Payroll Manager |
| **Work Location:**  | Corporate Office | **# of Direct Reports:** | none |
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 **General Summary:**

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| The Payroll Specialist will ensure accurate processing and recording of company’s payroll, provide timely and accurate financial information, participate in daily data entry Payroll processing. using Ceridian’s Dayforce product for the US, Canada and the UK. |

 **Principal Duties & Responsibilities:**

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| * Perform daily payroll department functions
* Manage workflow to ensure all payroll transactions are processed accurately and timely
* Reconcile payroll prior to transmission and validate confirmed reports
* Understand proper taxation of earnings and benefits
* Process correct garnishment calculations and compliance
* Process accurate and timely year-end reporting when necessary (W-2, W-2c,T4, P11D, etc.)
* Develop ad hoc financial and operational reporting as needed
* Process manual check and fund payroll cards
* Load import files received from various departments
* Cultivate strong relationships with employees and internal partners
* Maintain confidentiality of all payroll records
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 **Other Duties & Responsibilities:**

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| * Other projects as assigned
* Cross-train designated back up to process time and attendance and payroll
* Prepare and maintain standard and ad hoc reports and queries
* Document workflow and work procedures
* Provide information to Finance, Accounts Receivable, Accounts Payable and Accounting and Reporting in response to requests.
* Prepare and maintain standard and ad hoc reports and queries
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