

Payroll & Benefits Specialist

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Are you ready to join an energetic, innovative & fast pace growing software company?

The Payroll & Benefits Specialist reports to the HR Manager and is responsible for preparing and processing all payroll data for employees. Responsibilities include ensuring compliance with all applicable state and federal wages, including taxes, garnishment, and all deductions; communicates and provides support to all exempt and non-exempt employees; works with third-party vendors; researches, compiles and summarizes data. In addition, this position provides and manages benefit eligibility and overall HR payroll and benefit resources for all active and inactive employees.

WHAT PROBLEMS WILL YOU BE SOLVING?

PAYROLL- 60%

- Maintain and process hourly and salaried payroll information for all employees in compliance with Federal, State, and local laws, regulations, Collective Bargaining Agreement (CBA), and employment policies. Provide support to employees with payroll questions. Coordinate PTO tracking and accrual process. Be the first point of contact on employee verifications
- Work with third party vendor on reports, quarterly taxes; check runs, W2 s, garnishments, and reporting as needed. Responsible for all payroll-related taxes, voluntary and involuntary withholdings, and other benefits
- Provide confidential support in working relation to payroll and benefit services.
- Provide information to employees and serve as a liaison with third party vendors
- Proactively communicate payroll and benefit availability and status to employees and third-party vendors. Assist with audit processes and/or other requested data as needed
- Perform data entry and basic accounting functions related to retirement (401k) loan process, updating employee contributions in the system
- Point of contact for staff with payroll-related system issues. Address problems and communicate back to the end user. Work with HR Manager in regards to system resolution and process improvement
- Maintain employee confidence and protect payroll operations by keeping information confidential

HUMAN RESOURCES- 30%

- Provide Human Resource support with annual open enrollment; Work with the HR Generalist supporting new employee orientation. Conduct new benefit orientations as needed; Assist with paperwork, communication with employees, and answering questions
- Active management of all unemployment benefits and claims, up to and including claim disputes and in person/phone representation on the company's behalf
- Provide timely employment verifications and other related requests for employee information
- Ensure all New Hire and Terminated paperwork and communication is prepared and completed in a timely manner

OTHER MISC.- 10%

- Provide assistance as needed on special projects
- Create, compile, organize and maintain personal files
- Additional reporting as needed
- Assist HR Generalist with administrative work

WHAT SKILLS WILL MAKE YOU SUCCESSFUL?

- Understanding of ongoing legislative changes which affect payroll and benefits.
- Experience using payroll software.
- ADP Workforce
- Proficient with Excel and PowerPoint.
- Excellent numeracy and literacy skills.
- Good timekeeping and an ability to meet strict deadlines.
- Organized, logical and methodical approach.
- Ability to remain calm under pressure.
- Flexibility. Busy periods may require longer working hours.
- A keen eye for detail and accuracy.
- Strong communication skills.
- Ability to use own initiative.
- Ability to work well within a team.
- Understanding of ongoing legislative

WHAT IS REQUIRED FOR YOU TO APPLY?

- Bachelor's degree required in human resources, business management, or related field
- 2+ years work in similar position

WHAT VALUES ARE IMPORTANT TO CALABRIO?

- Collaboration amongst teams
- Open communication across the company
- Ambitious
- Accountable
- Customer Success

Calabrio, Inc. is an Equal Opportunity Employer that values diversity at all levels. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.

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