

Job Title: Payroll Specialist
Location: Auburn, California
Salary: \$15.50 per hour depending on experience

Well established payroll firm seeks a payroll specialist for a Full-time position. This position will support various payroll functions to ensure accurate, timely and properly controlled payments to thousands of employees across multiple states. We provide comprehensive payroll services, including payroll processing, payroll tax administration, time and attendance solutions, employee pay services. and other administrative services for business.

RESPONSIBILITIES:

- Contact clients daily according to set schedules in order to obtain payroll data, including salary adjustments, special payments, tax allocations, and employee deductions or adjustments.
- Input all payroll-related data necessary to process and meet appointment schedules.
- Ensure that our clients have a timely and accurate payroll process every pay period
- Provides outstanding client service to maintain a high rate of client retention.
- Maintains knowledge of the payroll processing system and changes in wage and tax laws to develop a trusted relationship with our clients.
- Researches and resolves client and system problems to ensure accurate payroll reports and tax returns.
- Establishes and maintains a positive working relationship with clients, agencies, and coworkers to promote a positive quality service image.
- Answer payroll help-desk email and phone calls
- Follow all company policies and procedures; maintain confidentiality of proprietary information; protect company assets

QUALIFICATIONS:

- Professional with good communication and computer skills.
- High school diploma and a minimum of 3 years of office experience with a proven facility in data entry, customer service, and problem resolution is required.
- College Graduation a plus - Consideration may be given to a candidate with a degree in lieu of experience.
- Prior experience with payroll processing in a service bureau desired.
- Comfortable with multi-tasking; presents professional, calm communication at all times, especially on the phone
- Experience with pay calculations, tax and benefits deductions, pay standards and wage and hours laws
- Strong data entry and PC skills, especially Excel, Outlook and Word.
- Strong attention to detail and organizational skills
- Demonstrate strong business ethics and comfortable with maintaining confidentiality of sensitive data
- Must possess good analytical skills, problem solving skills and communication skills, both verbal and written
- Must be team-oriented, have a high level of integrity, an outstanding customer service attitude and care for what you do every day

To Apply: Email your resume to jobs@goldensierra.com