

## JOB TITLE

Payroll Associate II

## JOB SUMMARY

Reports to the Payroll Supervisor. The Payroll Associate II is responsible for the accurate and timely processing for multiple subsidiaries within the organization. The Payroll Associate II will process weekly, bi-weekly and off cycle payrolls. Processing includes updating data, time and labor, commissions, bonuses and off-cycle manual checks.

## ESSENTIAL FUNCTIONS

- Process weekly and bi-weekly payrolls for subsidiaries
- Monitor Tickets regularly to ensure service level agreements and high subsidiary satisfaction are met
- Ensure the timely resolution of subsidiary issues including handling subsidiary escalations, perform and document Root Cause Analysis and recommend remedial procedures to close identified gaps
- Organize and prioritize daily workload
- Assist in the creation and maintenance of Standard Operating Procedures (SOP)
- Attend regularly scheduled meetings
- Share information and provide assistance to payroll administrators relating to policies/procedures as well as payroll processing whenever needed
- Assist with reports necessary for use by the subsidiaries

## OTHER DUTIES & RESPONSIBILITIES *(non-essential, i.e. backup duties)*

- Work on special projects as assigned by the Shared Services Payroll Manager.

## REQUIRED KNOWLEDGE & SKILLS

- HS diploma / GED required; Associates degree or higher preferred (or equivalent combination of education and experience)
- **5+ years full service payroll experience is required; multi-state experience strongly preferred**
- Ceridian Dayforce experience is a plus
- Union payroll knowledge is strongly desired
- Thorough knowledge of federal, state and local tax withholding requirements and garnishment procedures **required**
- Strong customer service skills
- Strong analytical skills
- Able to work independently as well as within a team environment
- Experience in a shared service center environment is desired
- Strong written and verbal communication skills
- Strong experience with the Microsoft Office Suite of products (Excel, Word Outlook, PowerPoint, etc.)
- Must be organized and able to multi-task in a fast-paced environment
- Ability to maintain confidentiality

## YEARS OF EXPERIENCE *(Check applicable box)*

N/A  Less than one year  1-2 years  2-5 years  5-7 years  7-10 years  10-15 years  15+ years

## LEVEL OF EDUCATION *(Check applicable box)*

N/A  High School/GED  Associate degree  Bachelor degree  Master degree  Doctoral degree