**Contract Senior Payroll Processor for Healthcare Company in   
 Brentwood, TN Paying up to $27/hour – Potential to work from home in 2020**

As the Senior Payroll Coordinator, you will bring your deep knowledge in Payroll Tax, Kronos and Ultimate Software systems to support payroll and tax for our national operations. You will process payroll information for hourly and salaried employees, including garnishment processing, PTO, and Leave Plan Balance Reports. You will process all payroll related changes for employees in accordance with company policy and state/federal/local Wage and Hour regulations, including Fair Labor Standards Act (FLSA).

This role is based at our corporate headquarters in Brentwood TN and reports directly to the Payroll Manager.

* Process, balance and approve time keeping reports in KRONOS.
* Review validate and process applicable adjustments from daily audit reports that affect taxes, direct deposits, general deductions and PTO allotments.
* Process pay rate changes that require retro-adjustments or manual overrides.
* Process federal, state, and local tax forms along with direct deposit forms.
* Respond to phone and email inquiries regarding payroll questions.
* Calculate, prepare and mail manual check requests.
* Process applicable adjustments for unused PTO.
* Assist in completion of special projects on an as needed basis within the department.
* Facilitate processing of garnishment refunds and manage third party vendor reports and communications regarding garnishments.
* Assist payroll management team with development of payroll policies and procedures, both internal and external, to provide the best standard operating procedures.
* Assist payroll systems coordinator with testing of new audits or functionality in time keeping and payroll systems.
* Performs miscellaneous job-related duties as assigned.

**QUALIFICATIONS**

* High school diploma or GED.
* **5 years’ payroll** experience required.
* Experience with **KRONOS required.**
* Previous experience with payroll **tax filing** (940, 941, state, local and W-2’s)/balancing, garnishment processing, developing policies and procedures, basic accounting skills required.
* Experience with payroll software systems required. **Ultimate Payroll System** experience strongly preferred.
* Proficient with Microsoft Outlook, Excel, Word and 10 key calculators by touch.
* Ability to complete work assignments within required time constraints and meet critical deadlines.
* **Team player,** dedicated, reliable; high level of confidentiality and discretion.