**About the Company**

Fast Pace Urgent Care is rapidly growing and a leading provider of urgent care and primary care clinics across Tennessee, Kentucky, and Mississippi. With over 80 clinics and counting, Fast Pace Urgent Care provides quality care to our patients at a reduced cost in underserved rural communities, while fostering a culture of fellowship among our team members. We are committed to hiring compassionate, driven team members that will ensure our patients receive remarkable care. Fast Pace offers a number of challenging and meaningful career paths, providing you with the opportunity to work with the best people, grow your career, and most importantly, make a difference in people’s lives.

Fast Pace Urgent Care is guided by the following core principles: **Quality of Care, Teamwork, Friendliness, Empowerment, and Communication.**

**Job Summary**

The Payroll Administrator is responsible for the administration and support of the payroll function. Reporting to the Payroll Manager, the Payroll Administrator will provide clerical support to the Manager in all aspects of the payroll function. In doing so, the position requires strong confidentiality due to the sensitivity of payroll and personal data and strong attention to detail. The position will support audits, follow up with employees and payroll related tasks as needed.

We provide a competitive benefits package, including health, 401(k), PTO, and Holiday Pay.

**Responsibilities**

* Maintain up-to-date payroll functional departmental documentation, standard operating procedures, and the record keeping as directed by Payroll Manager.
* Ensures data entry into payroll, following and developing mechanisms to ensure the integrity of all data.
* Develops reports as directed by Payroll manager to meet management requests and needs for human resource related information to various levels.
* Poll electronic time clocks (E-time software) and review the downloaded information for completeness and accuracy.
* Compile payroll data such as garnishments, vacation time, insurances and 401(k) deductions.
* Compile internal management reports from payroll system software.
* Contact various department supervisors for any missed times.
* Audit aspects of payroll as directed by the Payroll Manager
* Writes, maintains and supports a variety of reports or queries utilizing the payroll reporting tools as requested by Payroll Manager.
* Assists in the development of standard reporting for ongoing internal and external needs.
* Helps maintain data integrity in the payroll system by auditing data as requested.
* Conduct training on self-service and answer employee queries for payroll related concerns.
* Audit as requested employee deductions, termination reports, and PTO as requested by Payroll manager.

**Attributes Desired**

* The desire to work for a company that is committed to quality care in a friendly and teamwork oriented environment.
* Ability to work in a fast-paced environment while managing multiple tasks.
* Demonstrated ability to communicate clearly and effectively with team members.
* Proficient at utilizing technology such as Outlook, Excel, Word.

**Experience and Qualifications**

* High School Diploma or equivalent, Associates Degreed a PLUS.
* At least 2 years of payroll, accounting, or human resources experience, with a focus on payroll/HRIS systems.