Our client in the Nashville area has an immediate need for a Temp to Perm Payroll Specialist/Analyst. The Payroll Specialist is responsible for accurately compiling and processing various payroll transactions. These duties include but are not limited to inputting and verifying data from time sheets, salary changes and bonuses, garnishment processing, electronic filing and employment verifications. This position reports to the company's CFO.

Job Duties:

* Process all new hire, changes and terminations for a multi-state payroll input into computerized payroll system
* Prepare payroll payments
* Compile and input payroll data such as hours worked, time away, taxes, insurance, garnishments and other withholdings
* Reviews wages computed and correct errors to ensure accuracy
* Verifies and all employee changes such as promotions and terminations are accurately reflected
* Process and answer garnishments in a timely manner.
* Process accurate and timely year-end reporting when necessary (W-2 etc.)
* Additional account reconciliations and analyses as requested by the CFO.

Requirements:

* 2 years or more of payroll experience in a multi-state environment
* Must possess a sense of urgency with a strong ability to multi-task
* Must be capable of tracking and analyzing information
* Must be organized and able to work in a fast-paced environment
* Experience with general ledger account reconciliations and financial analysis a plus.

Interested Candidates please send your resume to nwindley@lbmc.com.

Nancy Windley, Financial Recruiter
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