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| **Job Information** | | | |
| **Job Title:** | **Payroll Specialist** | **Business Area:** | Administration |
| **Department:** | Payroll | **Position Level:** | Specialist |
| **Location:** | Nashville | **Reports To:** | Payroll Manager |
| **Salary Range:** | DOE | **Supervisor To:** | N/A |
| **Position Type:** | Full Time | **Date Created:** | 10/23/2017 |
| **Job Summary** | | | |
| **POSITION PURPOSE**  The Payroll Specialist performs payroll, accounting and administrative duties to support the Payroll department including daily planning, organizing, and controlling key aspects of Weekly/Bi-weekly payroll processes and maintaining the associated payroll data in Ultimate Software.  **JOB SPECIFIC COMPETENCIES**   * Experience with national payroll laws and processes * Ability and experience processing multi-state payrolls for hourly, salaried and daily employees * Knowledge of processing unique payroll items (commissions and bonuses, etc.) * Must be able to communicate effectively and clearly in writing and orally   Additional Skill Requirements   * Customer/Client Focus * Highly focused attention to detail * Problem Solving/Analysis * Personal Effectiveness/Credibility * Reliability/Accountability with deadlines   **MINIMUM QUALIFICATIONS AND EDUCATION REQUIREMENTS**   * High School Diploma required, Bachelor’s Degree preferred * 4 – 5 Years working in a high volume payroll environment required (3000 – 4000 employees) * At least 2 Years Strong to expert knowledge with HRIS systems. Ultimate Software a plus. * Intermediate knowledge of MS Office applications (i.e. Word, Excel and PowerPoint), email and Internet applications with the ability to learn others quickly * Ability to work additional hours when business needs require   **WORK CONDITIONS**  This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This is largely a sedentary role; however it may require the ability to lift files or other objects (up to 15 pounds). Minimal travel will be required. | | | |

**Position Accountabilities**

Accountabilities are specific to a particular job function. They are a compilation of similar tasks required for each position synthesized into groupings that provide overall responsibilities and expectations for the position.

**ACCOUNTABILITY 1: PAYROLL PROCESSING**

Responsible for processing daily payroll activity to ensure accurate and timely delivery of weekly and bi- weekly payroll for internal nextSource employees as well nextSource Associate population.

* Perform daily payroll department operations
* Reconcile payroll prior to transmission and validate confirmed reports
* Process correct garnishment calculations and compliance
* Process accurate and timely year-end reporting when necessary (W-2, W-2c, etc.)
* Process manual check and relocation metric’s
* Process Pay Card data

**ACCOUNTABILITY 2: PAYROLL ADMINISTRATION AND SERVICING**

Provide administrative support to internal team, as well as client population, serving as a payroll subject matter expert for questions and inquiries. Analyze payroll procedures and provide feedback and suggestions to management for improvement. Ensure all company, state and federal rules and regulations are followed and deliver documents and statements as laws require.

* Develop ad hoc financial and operational reporting as needed
* Load import files received
* Compile financial, tax and payroll reports for both internal and external purpose; submits to supervisor for review
* Conduct training sessions for departmental payroll representatives to explain payroll policies and procedures, state and federal regulations and laws (if directed)
* Coordinate and interact with federal and state agencies on issues pertaining to employee compensation, general deductions, benefits and retirement
* Research and email appropriate audience of file issues
* Process special wage/salary payouts and adjustments
* Interact with other department members to find solutions for employee questions or concerns

**Company Competencies**

The competencies listed below are the foundation of success for nextSource employees. These company competencies embody our nextSource values and business practices, and ensure a strong and highly productive work experience for every employee.

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| **PASSION** | Generates positive energy among clients, suppliers and co-workers. Inspires  high quality performance and encourages strive for excellence in self and others. |
| **DIVERSITY** | Embraces differences in all aspects of business. Recognizes the value of a various perspectives and highlights various perspectives to adopt improved business opportunity. |
| **ACCOUNTABILITY** | Takes responsibility for achieving goals, improving performance and competency. Delivers on-time results to establish trust and dependability. |
| **EXTRAORDINARY TEAMWORK** | Works in collaboration with a variety of people; is a team player; demonstrates team synergy to create an environment of open communication, creativity and willingness to help others. |
| **INNOVATION** | Consistently considers ways to out-think and out-perform the industry. Consistently drives and encourages process and business improvements. |
| **INTEGRITY** | Displays and promotes high standards of ethical conduct and behaviors consistent with business and governmental standards. Works with a strong sense of “doing the right thing” for the business, clients and co-workers. |